

Energy Program Quality Assurance Manager Job Posting

DATE POSTED: 12 Aug 2022

EMPLOYMENT: Permanent, part-time. Minimum 22.5 hrs/week (0.6FTE) with some flexibility to grow toward full-time

SALARY RANGE: \$60,000 per year (based on 1.0FTE), Remote Work Stipend, Benefits

LOCATION: Remote, anywhere in Canada. Must be able to work within GCC's core working hours of 11am-3pm EST. Some travel required to support training, often in Ontario.

APPLICATION DEADLINE: 15 September 2022, 5 pm ET

START DATE: 3 October 2022

Organizational Background:

Sustainable and climate-ready communities are needed. GCC has been leading a community-based climate action movement for more than 25 years, working together with our members from across the country to advance transformative, equitable, and lasting change. As a membership-based organization, our mission is to connect community-based climate action groups through a national network to share resources, co-design innovative programming, and elevate the collective impact of GCC members. GCC's current program areas of focus are home energy efficiency, green infrastructure, and sustainable transportation.

The Position:

Are you an experienced Registered Energy Advisor looking to support core EnerGuide services at a national environmental non-profit? GCC seeks a Quality Assurance Manager to work with our Service Organization Manager to support our growing residential energy services using our EnerGuide Rating System license with Natural Resources Canada (NRCan). This position will take on progressive responsibilities including QA, technical systems management, and EA training. They may also support with GCC's new deep energy retrofit program activities.

Key Responsibilities:

This position will progressively lead the following activities. Training will be provided on an ongoing basis, with greater responsibility being assumed over time.

- **Quality Assurance for EnerGuide Submissions:**
 - Provide ongoing technical support to GCC's network of REAs, through telephone and email
 - Conduct Level 2 and 3 QA on ERS files
 - Support NRCan's 3rd party QA reviews.
- **Management of EfficiencyWorks:** Based on GCC's needs, changes to NRCan systems, or evolving incentive programs, the QAM will update functionality, design new features, and work with GCC's developer to test and deploy them.

- **Energy Advisory Training:**
 - Support REA candidates preparing to join the GCC network
 - Deliver GCC's training program to candidates, in person or online
 - Conduct probationary file reviews, support accompanied visits
 - Make recommendations for registration with NRCan.

Qualifications & Attributes:

- Certified Quality Assurance Specialist (NRCan) – if the candidate is not yet certified, QAS certification can be completed as a first project once in the position
- A background in home construction or building science
- Experience as an ERS Registered Energy Advisor
- An interest in home energy use and conservation
- Excellent communications skills (both verbal and written)
- Exceptional customer service skills, with a diversity and inclusion lens
- Experience managing databases and online data management systems
- Experience creating and managing online content for websites
- Competency with Office, virtual work platforms, and Google programs
- Comfort communicating via e-mail and telephone
- Well organized, manages time effectively, and has strong attention to detail
- Enjoys working independently and as part of a collaborative team
- Positive and community-minded environmentalist
- Must have your own transportation and a valid driver's license
- Criminal Record Check required

How to Apply:

Qualified candidates are invited to submit the following materials in a single PDF file to info@greencommunitiescanada.org with the subject line "Quality Assurance Manager":

- Cover letter (1 page maximum)
- CV (2 pages maximum)

We sincerely thank all applicants; however, we will only be able to personally contact those selected for an interview.

Green Communities Canada invites applications from all qualified individuals. GCC is committed to employment equity and diversity in the workplace. As part of our commitment to racial justice and reconciliation, GCC is actively encouraging Black, Indigenous, and People of Colour candidates to apply for this position. We welcome and encourage applications from people with disabilities, women, and people of any sexual orientation or gender identity. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Green Communities Canada acknowledges the many treaty and traditional territories of Indigenous Nations throughout Canada. We are grateful for the continued work of many First Nations, Métis, and Inuit peoples who are the original caretakers of the Land and Waters. In our work as environmental leaders, we have a responsibility to respect Indigenous perspectives and elevate Indigenous voices.