

Program Manager

Overview

Community Energy Association (CEA) is seeking a **Program Manager** to join our quickly growing organization and lead organizational efforts to engage industry professionals and community stakeholders in zero-carbon and resilient building practices. This position presents an opportunity to contribute to the generation of solutions and activities to tackle one of the most challenging climate issues for communities to address - existing buildings.

This role will leverage strong leadership and project management skills to provide oversight of the implementation of the Kootenay Clean Energy Transition, CEA's services related to implementation of the BC Energy Step Code, and engagement with building professionals and associations on developing capacity to implement zero-carbon and resilient retrofits at scale. The role will build off of several years of successful, hands-on training that has resulted in Kootenay builders and contractors having some of the highest step code and high performance construction literacy in the Province. This position will be supported by other teams at CEA, in particular our Communications Team, who will support marketing and engagement activities. CEA's work in this area is currently primarily in the residential homes sector; however, there is opportunity to expand into large commercial and multi-unit residential buildings over time.

As an excellent communicator with superb organizational skills, you are excited about leading the organization's programs which engage industry, professional associations, educational bodies, and community stakeholders in developing the workforce required to meet the carbon reduction and climate adaptation goals of local governments and Indigenous Communities across BC. The successful Program Manager is encouraged to bring creativity and innovation to the delivery of CEA's capacity development programs.

CEA is a non-profit organization. To learn more about our policy on caring for clients, people and planet, you can read our report, [Going Beyond](#). As a group and as individuals we are deeply committed to implementing science-based solutions to reduce GHG emissions and support climate action. We all have a role to play, and this position will be integral in ensuring our team is well supported as we continue to grow.

Compensation

Experience-based compensation based on a 35-hour work week:

- C2 Salary band, which ranges from \$65,000 - \$85,000 dependant on qualifications and experience

Benefits

- 5 weeks' vacation, competitive benefits package through Pacific Blue Cross
- Employment type: Permanent salaried staff
- Location: Flexible within British Columbia
- Workplace: Work from home with computer and home office allowance provided

Core Duties

This role is responsible for overseeing the budgets and workplan for the Kootenay Clean Energy Transition program, completing status reports and stakeholder presentations about the program, coordinating with internal team members to ensure program participants have a high-quality experience. Further, this role will lead efforts across the organization to engage with industry professionals and their associations on implementation of the BC Energy Step Code and undertaking zero-carbon and resilient retrofits in existing buildings. This role will also participate in strategic development of these initiatives both in terms of current and future offerings.

Our highest priority is to assist communities in developing the workforce resources required to meet their decarbonization and resiliency goals related to the built environment.

Program Management – 80%

Manage the full lifecycle of CEA's industry training programs from confirming client and funder expectations through to project management, reporting, and evaluation. This includes but is not limited to:

- Project management, including project schedule and budget oversight to ensure progress against work plan deliverables.
- Work effectively and develop trust and rapport with clients and funders, as well as internal team members.
- Maintain and further develop relationships with key partners such as post-secondary institutions, BC Housing, CHBA, and others.
- Thinking creatively and innovatively about market transformation in rural communities.
- Engaging with local government staff and elected officials.
- Work closely with CEA's communications and engagement team to develop long-term plans and strategies for deployment of initiatives.

- Undertake research and networking to remain familiar with regulatory environment and training programs to decarbonize new and existing buildings in BC.
- Coordinate with team members to maintain excellent relationships and awareness of building industry trends, key stakeholders, and trajectory.
- Utilize excellent communication skills to delegate work to team members.
- Oversee team's work in organizing industry training activities.
- Respond to feedback from program participants & stakeholders.

Strategic Planning – 20%

Participate in decision-making on the evolution and expansion of CEA's industry training programs:

- Contribute to visioning and strategic development of a rapidly evolving landscape.
- Identify opportunities to leverage projects to expand/replicate.
- Write some proposals without supervision and contribute to others.
- There may be an opportunity to support other strategic initiatives related to home energy retrofits for the right candidate.

To Apply

Apply to HR@Communityenergy.bc.ca by **April 28th 2023**. We thank all applicants for your interest. However, we will only contact those shortlisted for an interview. NO telephone inquiries please.

- Send a **two-page maximum resume**, and contacts for at least 2 **references**.
- Create a short (3 minute or less) **video**, upload to YouTube with a link. Send the link along with the items above (please test before sending). In the video answer the following questions:

1. Why do you want this position?
2. Why do you think you would be great for this position; in particular, how do you see your work accelerating the undertaking of home energy upgrades within communities?
3. What makes a great leader in your opinion?
4. Any specific training or skill sets you have that you think would be valuable in this position.

Desired Skillset

- Self-directed and comfortable with remote work
- Demonstrated project management experience, with preference given to experience with evolving, multi-year projects
- Excellent verbal and written communication skills

- Proven contributions to strategic decision-making
- Leadership and coaching, rapport development, and client relations
- Ability to multitask and manage a diverse range of responsibilities
- Energized by challenges and driven to improve workflow processes
- Positive attitude and strong work ethic
- Thorough working knowledge of MS Office tools
- Degree or equivalent experience related to program/project management, leadership, building science, energy efficiency, local governments, climate action, or renewable energy
- Building science or energy efficiency background strongly preferred, particularly in the residential sector
- Experience working with low-and-medium income households, Indigenous Communities, or other traditionally marginalized groups is considered an asset

Learn More About CEA

- www.communityenergy.bc.ca
- <http://acceleratekootenays.ca/>
- <http://www.bcmclc.ca/>
- <https://bcclimateleaders.ca/>
- <https://closingtheloop.ca/>
- <https://mcahub.ca/>