

# Program Manager

## Overview

**Community Energy Association (CEA)** is seeking a **Program Manager** to join our quickly growing organization and lead the implementation of the Retrofit Assist program aimed at reducing greenhouse gas (GHG) emissions in existing residential buildings. This role will leverage strong leadership and project management skills to provide oversight of the implementation of home energy retrofit services to help communities accelerate GHG emission reductions in existing homes while providing excellent client service to our community partners. As an excellent communicator with superb organizational skills, you are excited about leading the implementation of a dynamic and evolving program that has the potential for rapid expansion and significant impact. This is ground-breaking work, and requires the ability to hold a vision and adapt the program as insights are gained along the way.

Retrofit Assist is a project currently operating in 3 communities (Squamish, Whistler, and Rossland), testing, learning and adapting new approaches to accelerate low carbon retrofits in residential buildings. Tackling emission reductions in existing homes is one of the most challenging yet impactful opportunities to address climate change while improving comfort, affordability, and energy efficiency of homes. There is no perfect blueprint for this work and the program is designed to be responsive to the needs of our community stakeholders. Applicants should be comfortable and skilled at navigating a dynamic and rapidly evolving space.

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 interacting with CEA's partner communities in which the Retrofit Assist program is being delivered, overseeing the budgets and workplans for the program, completing status reports and stakeholder presentations about the program, and coordinating with internal team members to ensure program participants have a high-quality experience. This role will also participate in strategic development of the program both in terms of current and future offerings.

Our highest priority is to keep things simple for property owners to access and implement energy retrofits, while exceeding expectations from our clients and funders.

### **Program Management – 80%**

Manage the full lifecycle of the Retrofit Assist program implementation 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.
- Undertake research and networking to remain familiar with regulatory environment and supporting programs to decarbonize existing residential 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.
- Identify opportunities for refinement of workflow processes, documents, reporting systems, etc. and oversee their implementation.
- Oversee team's work in organizing community and stakeholder (i.e., local government, trades and contractors) communication and engagement activities.
- Respond to feedback from program participants & stakeholders.

### **Strategic Planning – 20%**

Participate in decision-making on the evolution and expansion of Retrofit Assist:

- Contribute to visioning and strategic development of a rapidly evolving program.
- 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 28<sup>th</sup> 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, designation (e.g., PMP), or equivalent experience related to program/project management, leadership, local governments, or climate action
- Building science or energy efficiency background strongly preferred, particularly in the residential sector, with familiarity of BC's energy incentive programs
- 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://www.communityenergy.bc.ca)  
<http://acceleratekootenays.ca/>  
<http://www.bcmclc.ca/>  
<https://bcclimateleaders.ca/>  
<https://closingtheloop.ca/>  
<https://mcahub.ca/>