

## Workplan Creation Assistant

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| <b>Job Title:</b>     | Workplan Creation Assistant                     |
| <b>Salary Range:</b>  | \$35,000-\$40,000 annually                      |
| <b>Position Type:</b> | 1-year term position, full-time (37.5 hrs/week) |
| <b>Reports to:</b>    | Home Energy Efficiency Manager                  |

### Summary

EnviroCentre brings environmental change to life by offering people, organizations and communities practical solutions to lighten their environmental impact in lasting ways. With a focus on greenhouse gas reduction, we concentrate our efforts in three areas:

- Healthy, efficient homes
- Connected, environmentally aware organizations
- Engaged, sustainable communities

### Overview of the Position

The Program Assistant, Workplan Creation provides additional workplan creation capacity by supporting the Program Coordinator, Workplan Creation, in the creation of workplans for the weatherization programs. This includes processing files, making upgrade recommendations, getting approvals from the utilities, and communicating with Energy Advisors and Installers. The Program Assistant, Workplan Creation also provides administrative support including invoice creation, invoice reconciliation, and data entry to the weatherization programs.

### Job Duties

- Processes data collection forms from Certified Energy Advisors.
- Models house files using HOT2000 for weatherization program clients.
- Creates workplans and makes recommendations on retrofit upgrades according to weatherization program parameters.
- Assists Program Coordinator, Workplan Creation in tracking and reporting upgrades and processed files.
- Assists with administrative tasks related to workplan creation including file uploads, utility approvals, and invoice reconciliation.
- Communicates with Certified Energy Advisors and Insulation Installers on individual house files as required.
- Creates purchase orders for weatherization program addresses and assists in other accounting duties such as invoice reconciliation as required.
- Provides support to other energy program areas such as client support as required.
- Participates in internal EnviroCentre committees and activities which support broader organizational objectives
- Works in accordance with applicable health and safety legislation, policies and procedures
- Other duties as required



## Job Requirements (Education, Experience, Skills and Knowledge)

- Post-secondary education in a related field or equivalent professional experience
- Minimum of 1 year professional and/or volunteer experience
- Strong verbal and written communication skills
- Excellent time management and organizational skills
- Experience with Microsoft Office essential
- A general understanding of residential construction and building science
- A general understanding of sustainability and environmental issues
- Ability to read and visualize house plans and sketches
- Experience with HOT2000 a strong asset
- Certified Energy Advisor a strong asset

## Competencies

- Ability to work independently and be self-directed
- Strong verbal, written and interpersonal communication skills as well as the ability to work within a team
- Ability to work with numbers and spreadsheets.

## Working Conditions

- Office environment with extended computer use
- Requires basic math and attention to detail

EnviroCentre is an equal opportunity employer. We recognize the importance of a diverse workplace and encourage applications from all qualified candidates including women, members of visible minorities, persons with disabilities, and aboriginal peoples.

EnviroCentre is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

## To Apply

Please submit your cover letter and CV to [hr@envirocentre.ca](mailto:hr@envirocentre.ca) or in person at EnviroCentre, 366 Rideau Street. **Note:** If a CV is dropped off in person, please also send an electronic copy.

### Closing date:

**Sunday, March 5<sup>th</sup>, 2017 at 11:59 pm**

### Anticipated start date:

Immediately

### Important:

Please ensure your CV file (PDF) includes your first and last name and the reference number EP10007 (ex. Jane\_Doe\_EP10007.PDF). Please also put the reference number EP10007 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.

