



Job Title: Energy Efficiency Specialist
Position Type: Full-time, 37.5 hours a week
Location: Aurora, Ontario
Start Date: July 2017
Reports to: Managing Director

Summary

[Windfall Ecology Centre](#) is a non-profit social enterprise dedicated to building sustainable communities. Working at the nexus of climate, energy, and water, we research, design, and deliver innovative climate change solutions. Our record of accomplishment includes achievements in public policy, residential energy efficiency, renewable energy, electric mobility, water protection and leadership development.

Windfall Ecology Centre is growing and we are seeking a post-secondary graduate for the position of Energy Efficiency Specialist. Reporting to the Managing Director, this position will provide a wide variety of support to Windfall's residential and low income energy efficiency programs.

The Energy Efficiency Coordinator is responsible for providing daily administrative support to the Program Manager and other senior staff, scheduling client appointments and field personnel and contributing toward the development and growth of Windfall's energy efficiency programs.

Additional responsibilities will include maintaining an up to date online scheduling system and CRM, identifying opportunities for streamlining administrative processes and promoting programs to partners and the community.

The ideal candidate should have a passion for working in the field of energy efficiency, demonstrate outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.

This individual must have above-average communication and organizational skills and be able to multi-task. The successful candidate will have the ability to work with all types of people and think outside the box to solve challenges.

Qualifications & experience

- University degree / College diploma in related field
- Passion for environmental issues, energy efficiency and building sustainable communities;
- Experience with customer service or support roles;
- Experience with administrative support in an office environment
- Experience with the MS Office Suite, with particular focus of knowledge & ability with MS Excel
- Ontario G Class driver's license

Knowledge & skills

- Demonstrated leadership ability
- Strong communication skills, both verbal and written
- Strong interpersonal skills
- Acute attention to detail
- Excellent organizational skills
- Ability to multi-task and to take on multiple projects at one time
- Ability to demonstrate initiative and a strong ability to start projects and see them through to completion
- Self-motivated, exceptional time management skills, and the ability to work independently
- Knowledge of residential energy efficiency and building science is an asset
- Knowledge of current government incentive programs and related policy is an asset

Benefits of working with Windfall Ecology Centre:

- Develop a network of connections in the environmental and energy sector
- Receive comprehensive training on the principles of energy efficiency, building science and emerging technologies
- Be part of a team and have direct impact on program direction by supporting strategic work and fulfilling our community objectives
- Develop hands-on experience working with career professionals in the growing field of energy efficiency

This position is open to applicants who:

- Intend to lead an environmental career related to science, technology, engineering, or mathematics
- Are 30 years of age or younger
- Are a Canadian citizen, landed immigrant, or have refugee status
- Are eligible to work in Canada
- Have graduated from a post-secondary institution
- Are unemployed or underemployed
- Have not participated previously in a federal youth employment or education program

To apply, please send a resume and cover letter to Jen Atkinson, Managing Director at careers@windfallcentre.ca. We appreciate the interest of all applicants, but only those selected for an interview will be contacted.