

**Job Title:** Register Energy Advisor

**Start Date:** November 22 2021

**Term:** Contract ends September 30 2022, with possibility of continued employment

**Location:** Sudbury, Ontario

**Salary:** \$35,000 - \$40,000 annually

**Reports to:** Executive Director

## ORGANIZATION SUMMARY

reThink Green's mission is to bring together ideas, partners and resources to build a sustainable community in Northeastern Ontario and beyond. By bringing together the grassroots, non-profits, businesses and government, reThink Green creates community networks which promote creative collaboration and dialogue about local and global environmental issues and empower communities and organizations to meet their environmental and sustainability goals.

## JOB SUMMARY

The successful applicant will complete training to become a Registered Energy Advisor (REA). This training will be paid for by reThink Green. Once training is complete, the REA's primary role will be to conduct EnergGuide home energy assessments in the Greater Sudbury region. The REA will also promote the home energy assessment program and educate home owners. They will respond to enquiries and book appointments with homeowners seeking a home energy assessment. They will make recommendations about potential retrofit projects and connect home owners with service providers.

## HIRING CRITERIA

This position is funded in part by the Green Jobs Internship Program. Youth 15-30 are eligible for this position. Priority may be given to qualified candidates who are the furthest from employment or underrepresented in the field including Indigenous Youth, youth with disabilities, and youth from rural communities and remote communities.

## DUTIES

### Energy Advisor Training (20%)

- Attend classroom training to become a Register Energy Advisor.
- Study for and take the Foundation Level Exam and the Energy Advisor (House) Exam.
- Complete the field training and mentorship under the direction of a qualified trainer.
- REA may be required to travel out of town for training. expenses will be covered.
- Failure to complete the training and pass exams in a timely manner may jeopardize continued employment.

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### Home Energy Assessments (50%)

- Book home energy assessments for clients
- Complete EnerGuide Rating System residential energy efficiency evaluations as set forth in training and following all NRCan guidelines and policies.
- Complete energy modeling with HOT2000
- Develop upgrade recommendations for home owners
- Submit home assessment and modeling to our service organization for quality assurance and file processing.
- Home assessment equipment will be provided by reThink Green.

### Program Promotion (30%)

- Connect with the Communications Department to plan program promotion.
- Develop website content about home energy assessments
- Promote the home energy assessment program through various channels including social media, events, tabling, newsletters etc.
- Conduct information webinar sessions about home energy use, retrofits available incentives and project case studies.
- Respond to enquiries from home owners about home energy assessment and available incentives

### EDUCATION AND EXPERIENCE

- Post-secondary degree in engineering, architecture, physical sciences or related fields
- Detailed knowledge of energy modeling as well as building construction and maintenance.
- Strong customer service, computer and communications skills, both verbal and written.
- Strong interpersonal and social marketing skills
- Must be able to lift boxes of inventory, climb ladders and be in a general state of good physical fitness.
- A valid driver's license and access to a reliable, insured vehicle large enough to carry auditing equipment (mileage will be reimbursed)
- Candidates should be willing to work some evening and Saturday appointments.
- Ability to work in French and English is a significant asset.
- Experience working in Indigenous communities is a significant asset.
- Knowledge of environmental issues, sustainability, and the low-carbon economy is an asset.

### KEY SKILLS AND CHARACTERISTICS

**Communication Skills:** Excellent communication skills (oral, written and visual) Attention to detail in all communication. French language skills are assets.

**Project Management Skills:** Conscientious and detail-oriented; ability to plan, strategize, set goals, develop work plans, work efficiently and track progress; strong ability to work independently; ability to

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multi-task and assist with multiple projects and initiatives; initiative to explore new ideas and create new opportunities; ability to make decisions and resolve problems.

**Interpersonal Skills:** Establish and maintain positive working relationships with others, both internally and externally. Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions.

**Adaptability:** Demonstrate a willingness to be flexible, versatile and adapt to a changing work environment while maintaining effectiveness and efficiency. Ability to learn new technologies and master new skills.

**Environmental Knowledge:** Current knowledge of key environmental issues, including climate change. Continued interest in learning and expanding knowledge of the Greater Sudbury environmental community.

#### HOW TO APPLY

Please send cover letter and resume to [info@rethinkgreen.ca](mailto:info@rethinkgreen.ca). Interviews will begin November 15<sup>th</sup> 2021 and continue until the position is filled. While we thank all applicants, only those invited for an interview will be contacted.