

Project Lead, Energy Management & Climate Action

Are you passionate about making a tangible impact on climate change? Do you have the drive to lead innovative energy management solutions? Join our award-winning team as a Project Lead and be at the forefront of driving sustainability in municipalities!

Under the visionary guidance of a Program Manager, the Project Lead will empower participants to revolutionize their energy use in municipalities, and seize opportunities to cut down on energy consumption and greenhouse gas emissions.

Classification: Level 4 – Specialist

Position Term: Term ending June 2027 with potential for extension

Responsibilities

Lead the Charge

- **Innovate:** Design and implement cutting-edge greenhouse gas and energy consumption accounting systems, including comprehensive greenhouse gas inventories and energy management plans.
- **Educate:** Deliver top-notch energy management training to municipalities, equipping them with the knowledge to make impactful changes.
- **Facilitate:** Lead engaging workshops and craft compelling reports tailored for both technical and non-technical audiences.
- **Fund:** Manage grants and implement funding programs to support municipalities in their sustainability initiatives.
- **Support:** Drive the Roving Energy Manager program, providing essential energy management support to small and underserved municipalities. Spearhead the Municipal Energy Manager program for medium-sized municipalities by coaching staff focused on energy management.
- **Collaborate:** Create and nurture a community of practice for municipal energy managers and staff.
- **Accelerate:** Support the Net Zero Communities Accelerator by aiding participants in their community emissions reduction planning activities.
- **Strategize:** Identify funding and partnership opportunities, assisting underserved municipalities in preparing robust grant proposals with expert input.

Be the Backbone

- **Guide & Review:** Serve as the first point of contact for applicants, shepherding them through the application process with regular follow-ups, meetings, and meticulous documentation. Assess applications and reports for accuracy, ensuring alignment with program requirements.
- **Manage:** Track key performance metrics, create detailed progress reports, and adeptly use CRM tools and spreadsheets for project management.
- **Solve:** Tackle multiple priorities, analyze challenges, and recommend effective solutions.
- **Engage:** Respond to ad hoc requests, collaborate with stakeholders, raise program awareness, and boost participation.
- **Educate:** Develop educational materials for diverse audiences and various communication channels, from print to virtual presentations.

- **Network:** Maintain and expand lists of stakeholders interested in our programs.
- **Stay Current:** Keep abreast of the latest developments in energy management and climate change.

This is not just a job; it's an opportunity to lead the way in energy management and climate action. If you're ready to make a significant impact, apply now and join our team of change-makers!

Know-How

Practical/ Technical Knowledge

- An undergraduate degree in business, economics, engineering, environmental sciences, or a related discipline, or diploma in alternative energy technologies or other closely related field and exposure to energy efficiency, energy management, energy audits, renewable energy, environmental management systems, climate change initiatives OR any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job.
- Energy Manager In-Training (EMIT), Certified Energy Manager (CEM), or other Association of Energy Engineers (AEE) designations or related credentials would be an asset.
- Professional and technical competencies in climate change mitigation, greenhouse gas emissions inventories and target-setting, energy management planning, energy auditing, climate data and science.
- Experience with a wide variety of organizations, including municipalities, non-profit organizations, recreational facilities, governmental organizations, and mixed commercial is preferred.
- Outstanding oral communication skills will be necessary for telephone, one-on-one communication, and presentations to groups.
- Experience relating technical and program information to program participants with varying levels of expertise in a clear and easily understood manner including stakeholder workshops, webinars, and presentations.
- Experience with adult education and training both in-person and online.
- Experience coordinating projects from initiation through to completion.
- Excellent written communication skills for presentations, technical reports, e-mail, and other written documents.
- Experience using spreadsheets, databases, and similar methods to maintain and report metrics.
- Experience conducting energy analyses and calculations.
- Familiarity with provincial, national and international policies, organizations and interconnected mandates related to climate change mitigation and adaptation.
- Demonstrated fluency in using standard office software packages (MS Office: Access, Excel, Word, PowerPoint, Outlook, SharePoint).
- A valid class 5 driver's license.

Core Competencies

Member Focus

- Assesses and addresses underlying internal and external customer needs beyond those originally expressed.
- Identifies and implements best practices and solutions to improve customer service.
- Designs processes with the customer experience top of mind.
- Implements systems to record and analyze customer feedback and the overall customer experience.
- Coaches employees on how to manage and build internal and external customer relationships.
- Creates an environment where employees are empowered to put customers first.

Relationship Building

- Establishes and maintains relationships with other members across multiple divisions within the organization.
- Proactively develops relationships with peers, clients, employees, and leaders of the organization.
- Acts as a network broker by identifying when to trigger a connection between people rather than just passing on information.
- Builds support through impact and influence.
- Values good ideas, regardless of the source.
- Identifies opportunities to increase efficiencies with external stakeholders and better meet their needs.
- Enables an environment where others feel empowered to step forward to take on a leadership role when appropriate.

Teamwork and Collaboration

- Demonstrates ownership and accountability for team/department outcomes.
- Motivates the team towards achieving goals and exceeding expectations.
- Reaches out to other teams and departments to build collaborative, cross-functional relationships.
- Creates a culture of collaboration that leverages team members' strengths, even when the team is remote or virtual.
- Leads initiatives to improve team engagement and effectiveness.
- Builds consensus to make and implement team decisions, often navigating through challenging task or interpersonal obstacles.
- Values leading a diverse team and understands the importance of differing perspectives to develop unique solutions or ideas.

Problem-Solving and Decision-Making

- Demonstrates broad knowledge of information sources that can be used to assess problems and make decisions.
- Invests time in planning, discovery, and reflection to drive better decisions.
- Effectively leverages hard data as inputs to making decisions.
- Gathers insight from abstract data and makes appropriate decisions.
- Coaches others in effective decision-making practices.
- Delegates authority to solve problems and make decisions.
- Thinks several steps ahead in deciding best course of action, anticipating likely outcomes, risks, or implications.
- Establishes metrics to aid in decision making, for self and teams.

Communication

- Ensures effective communication takes place at the departmental level.
- Engages stakeholders using appropriate communication methods to achieve desired outcomes.
- Creates opportunities and forums for discussion and idea sharing.
- Demonstrates understanding of the feelings, motivations, and perspectives of others, while adapting communications to anticipated reactions.
- Coaches others on how to craft effective messages.
- Shares insights about their own strengths, weaknesses, successes, and failures to show empathy and help others relate.
- Discusses contentious issues without getting defensive and maintains a professional tone.

Dynamic Learning Mindset

- Seeks feedback from multiple sources, on their own and their team's performance.
- Identifies the team's knowledge and skills, as well as current and future gaps based on organizational objectives.
- Coaches and mentors others in both technical and soft-skill development.
- Promotes an environment where two-way feedback can be delivered without fear of reprisal.
- Constructively challenges existing practices and is resilient in the face of change.
- Facilitates the creation of development opportunities for others.
- Seeks opportunities to share expertise and knowledge.
- Motivates others to own their own growth, identifying opportunities to improve and develop.
- Consistently analyzes successes and failures to better learn and develop.

Apply

Please apply via our LinkedIn post. <https://www.linkedin.com/jobs/view/3926674582>