



Job Opportunity: Energy Efficiency Technical Services Administrator

POSTING DATE: April 22, 2022

CLOSING DATE: May 6, 2022

EMPLOYER: [City Green Solutions](#)

WHO WE ARE

[City Green](#) is an enterprising non-profit organization with a mission to excite, inspire and lead British Columbians in finding energy and GHG reduction solutions. As a licensed Service Organization with Natural Resources Canada, we work with builders, energy advisors and homeowners across British Columbia to conduct EnerGuide home evaluations to assess the energy performance and potential energy savings for homes during the design, construction and renovation stages. Further, our tight knit team, designs and delivers energy efficiency programs for local governments and the province of BC, and offers a wide range of other related services, including virtual home energy services, marketing, training, education, and research.

THE ROLE

We are hiring a new energy efficiency technical services administrator to join our team in Victoria, BC. In this role, the right individual will primarily be responsible for providing technical and administrative support for City Green's EnerGuide Rating System and other related services.

This position is perfect for those interested in starting or advancing their career in the sustainability and home energy efficiency sector.

Tasks include but are not limited to:

- Assisting our Technical Services team with EnerGuide Rating System file submissions
- Supporting City Green's energy advisor support team
- Work with the Technical Services Team to manage our Canada Greener Homes Grant portal
- Liaising with energy advisors and other project partners
- Supporting our Energy Efficiency Services team with EnerGuide Rating System administrative procedures and reports
- Supporting other programs and services of City Green

CityGreen

214 – 620 View Street, Victoria, BC, V8W 1J6
ph. 1.866.381.9995 | em. savings@citygreen.ca | www.citygreen.ca

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QUALIFICATIONS (Skills, Experience, Personality)

- Priority is given to individuals who are located in Victoria or with the plan to move to Victoria
- Must have a minimum of one year of client services and/or office experience
- Must be proficient in MS Office tools
- Ability to spend a large percentage of working time on a computer and phone or email
- Excellent communication skills (oral, written, and telephone). Strong writing skills are an asset.
- Must have an excellent command of English. The ability to speak in multiple languages (particularly Cantonese, Mandarin, Punjabi and Farsi) is an asset.
- Diploma/degree in relevant field or combination of relevant experience is an asset but not required.
- Willingness to make a multiple year commitment to the job.
- Aptitude and interest to learn building science, the basics of the EnerGuide rating system, and the nuances of energy efficiency rebate and incentive program terms and conditions.
- Knowledge and/or experience with the EnerGuide Rating System, energy efficiency, building construction, and/or building science is an asset, but not a requirement.
- Accuracy and attention to detail.
- Good listening skills and a high tolerance for interruptions and multi-tasking.
- Ability to work in a dynamic and fast-paced team environment.
- Personal and professional fit with City Green's vision and mission.
- Demonstrated ability to be self-directed, think-on-your-feet, and address challenges and issues as they arise.
- Strong critical thinking and problem solving skills.
- A good sense of humour is appreciated.

WHAT WE OFFER

- **Start Date:** As soon as the right candidate is available
- **Hours:** Full time. Monday to Friday between 9am to 5pm
- **Compensation:** For entry level applicants - \$20/hour starting compensation. Individuals with high levels of experience with the EnerGuide Rating System are encouraged to apply and we are open to discussing compensation requests.
- **Location:** Downtown Victoria office, close to public transit and indoor and outdoor bike lock-up
 - Arrangements to work remotely are an option.
- **Training:** Substantial job training is provided (for this reason we are looking for individuals willing to make a multiple year commitment)
- **Probation Period:** 3 months; comprehensive benefits program available after 3 months
- **Work Environment:** City Green offers a casual and flexible (but fast paced) work environment and an opportunity to help shape and grow a dynamic energy/GHG reduction focused social enterprise.



HOW TO APPLY

Qualified candidates can submit cover letter and resume (in one PDF attachment) via email to:

kristi.owens@citygreen.ca by **May 6, 2022**. Early applications are encouraged and prioritized.

- While we truly appreciate all applications, only those selected for an interview will be contacted. No phone calls or walk-in applications, please.
- City Green is an equal opportunity employer. Qualified individuals are encouraged to apply regardless of their religious affiliation, race, age, sex, sexual orientation or nature of disability. Please feel free to self-identify in your application if you would like to.

For information on current programs City Green delivers, or is a partner for program delivery, see

www.citygreen.ca/projects and:

- [BetterHomesBC](#)
- [BetterBuildingsBC](#)
- [BringitHome4Climate.ca](#)
- [Vancouver Heritage Energy Retrofit Program](#)
- [Energy Save New West](#)
- [Jumponaheatpump.ca](#)



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