



EMPLOYMENT OPPORTUNITY

COMMUNITY ENERGY CHAMPION

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a full-time **Community Energy Champion** to join our Administration. The Community Energy Champion reports to the Administration Manager and is responsible for developing, managing and coordinating energy related initiatives and activities within the community. This position requires excellent customer service and interpersonal communication skills.

MAIN RESPONSIBILITIES

The Community Energy Champion will be responsible to:

- Review, update, modify and report on the community energy plan throughout the fiscal year
- Develop and administer project proposals, work plans, and project costing/budgeting for energy related initiatives in the community
- Complete action items set out in the community energy plan and other energy related initiatives
- Monitor energy conservation activities
- Complete and submit preliminary applications for funding of new and existing conservation programs
- Complete all reporting requirements as stipulated in the funding agreements for all energy related programs and initiatives
- Develop a positive working relationship between the HIFN administration, community members, fund investors and business partners
- Actively identify and recommend ways to improve building operations and delivery
- Act as an energy education and conservation resource for the community and membership
- Organize and deliver training sessions to community members regarding energy usage and conservation
- Conduct presentations for membership and multiple stakeholders to ensure transparency in project development and objectives
- Establish a Community Energy Committee and hold quarterly meetings
- Create awareness campaigns using marketing materials such as flyers and brochures to encourage community member participation in energy conservation and cost-saving rebate programs
- Educate members on recent energy news and initiatives and upcoming programming or workshops via the community newsletter, HIFN website and building communication boards
- Collaborate with the Housing Assistant to complete energy audits of community and residential buildings to identify opportunities for energy efficient retrofits
- Recommend and coordinate the installation of energy saving solutions such as energy efficiency lighting, hot water blankets and programmable thermostats as requested
- Attend and participate in mandatory training seminars, workshops, and online courses, as required
- Take interest in continuous learning and maintain up-to-date knowledge on current industry standards, regulations, trends and practices
- Maintain up-to-date knowledge of renewable energy funding opportunities available for community members
- Respond to general inquiries relating to utility services, utility billing and energy conservation
- Direct membership to energy rebate programs and services available
- Consult on other energy projects and make recommendations as requested
- Accurately maintain and complete all necessary paperwork, records, documents, reports, etc;
- Adhere to all HIFN Policies and Procedures
- Attend and actively participate in mandatory staff and community meetings

- Perform other duties as assigned from time-to-time by Administration Manager, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Valid Ontario Class G Driver's License and access to a reliable
- Grade 12 Diploma or Equivalent required. Post-secondary diploma or degree in Science, Engineering, Energy or Environmental related studies preferred.
- Proficient with Microsoft Office programs including Word, Excel, and Power Point
- Current First Aid and CPR Level C
- Previous data collection and analysis experience preferred
- Previous grant and proposal writing experience preferred
- Previous financial and budget management experience preferred
- Previous community engagement and presentation experience an asset
- Strong knowledge of energy conservation, renewable energy production and climate change issues
- Strong verbal and written communication skills, including public speaking skills
- Excellent problem solving and critical thinking skills
- Exceptional organization and time-management skills
- Ability to adapt to changing work demands and manage competing priorities
- High level of attention to detail and a high degree of accuracy
- Highly self-motivated with an ability to work independently
- Professional attitude and a strong work ethic
- Willingness to work flexible hours, including evenings and weekends as needed

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

November 4, 2024

APPLICATION DEADLINE

October 10, 2024

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.