

Community Energy Analyst

Overview

About You

You are passionate about climate action and communities. You are familiar with local government policy levers and have an interest in how they can be used to reduce energy use and emissions and you have the advanced data analysis and Microsoft Excel skills needed to model the impact of policies and actions. You are analytical and can dive into complex issues.

About Community Energy Association (CEA)

CEA is a non-profit society with charitable status supporting local governments across BC and Canada in energy and climate action. Our mission requires the ongoing commitment and dedication of a resilient and talented team to address the global climate emergency, this century's most urgent challenge.

Our team of 16 continually inspire each other by being profoundly committed, each day, to our shared purpose and to delivering high-quality, impactful work. To continue to empower personal and organizational excellence, CEA respects and supports each staff as necessary, including work flexibility and professional development.

Our work includes developing and re-booting community energy plans, creating plans for local government operations, drafting policy for local governments, publishing research, educating local government staff and elected officials, celebrating local government achievements, assessing renewable energy opportunities, and deploying related infrastructure.

About the Position

This role supports our teams working in urban planning and research, coaching and education, and turnkey implementation. Some of the things you can expect to be part of include:

- Researching and **modelling impacts of actions and policies** (land use, transportation, new and existing buildings, waste, sequestration) on energy, emissions, and costs
- Supporting the further development of our community energy and emissions modelling tools in excel and other analytical tools
- Managing small projects
- conducting research and developing guides for local governments on highly relevant topics.

The position is a junior role in a dynamic, small and growing organization.

- Compensation: up to \$50,000 to start with significant growth opportunity
- Employment type: up to full-time (35 hours/week)
- Location: Metro Vancouver; some travel within BC and western Canada
- Workplace: Home office and shared office

To apply

Apply to HR@communityenergy.bc.ca by 9am pacific time March 23, 2020. We thank all applicants for your interest. However, we will only contact those shortlisted for the position. No telephone inquiries please.

1. **One-page resume**
2. **Two or more references** including contact information
3. **Three minute or less video** uploaded to YouTube with a link. *Please test first.*

In the video answer the following questions:

1. Why you want this position.
2. Why you think you would be great for this position.
3. Describe the most complex modelling that you have completed
4. If a community could do one thing to reduce emissions, what would you recommend and why?

Desired Qualifications

- **Personal attributes**
 - **Motivation**
 - Vision, commitment, passion and energy; keen sense of the issues surrounding energy sustainability and climate action and the implications for local governments
 - High level of personal integrity with a strong sense of accountability for effective utilization of organization resources; maintains a high ethical standard
 - Fast learner and unafraid to ask questions
 - **Communication**
 - Excellent communication and engagement skills; ability to synthesize issues and convey ideas, clearly, concisely and convincingly; excellent, demonstrated oral and writing skills; confident, motivating and inspiring communicator
 - **Delivery**
 - Great attention to detail
 - Self-starter
 - Able to manage multiple and diverse projects and issues concurrently at a detailed level while not losing sight of the strategic direction
 - Analytical, strategic and systems-thinker with ability to create and conceptualize the big picture while managing details and process components
- **Education and experience**
 - Degree or equivalent experience related to local governments, urban or environmental planning, climate action, energy systems, renewable energy and energy efficiency
 - Additional professional experience in urban planning, engineering and sustainability would be considered an asset
 - Experience with local governments either as staff, an elected official or service provider
 - Strong planning, organizational and administrative skills
 - Knowledge of approaches to reducing energy and GHG emissions in communities including: community energy and emissions planning, carbon neutral action plan development, pre-feasibility studies, electric vehicles, renewable heat technologies, policy development, and related areas

Duties

The Community Energy Manager will collaborate with CEA's experienced team to deliver projects, contribute to the future direction of CEA, respond to research requirements, and deliver presentations. The duties can be summarized as think, sell, deliver and develop.

Think

- Contribute to research and writing of publications
- Research community energy topics, stay up to date on latest trends and academic research so as to ensure our models and analysis are always up to date

Sell

- Support proposal / grant development

Deliver

- Develop well-structured, highly readable project reports and deliverables that are free of errors or omissions including both content and grammar/spelling
- Proactively identify strengths and weaknesses of your work products
- Proactively seek direction and support when needed
- Think projects through to the end and contribute to project risk management by identifying risks before they become issues
- Manage and deliver projects / tasks with multiple concurrent timelines

Develop

- Ask for help when you need it
- Identify and assess any issues that affect the organization
- Participate in CEA staff peer mentoring
- Participate in CEA member meetings and present as required at board/member strategic retreats

Learn More about CEA

- www.communityenergy.bc.ca
- <http://acceleratekootenays.ca/>
- <http://www.bcmclc.ca/>
- <https://bcclimateleaders.ca/>
- <https://closingtheloop.ca/>
- <https://bcclimateleaders.ca/>
- <https://mcahub.ca/>