

# Senior Community Energy Manager

## Overview

CEA is recruiting an experienced professional who is passionate about climate action and local governments, and experienced in making change happen. CEA is looking for someone who will be able to fill a senior role managing Community Climate Action Plans and/or energy & emissions inventories, as well as fulfill other duties.

This is a position where you can make a difference in this decade of climate action, be supported by super-stars, be accountable for projects and build long term relationships.

For one or more successful candidates, the Position will be senior role in a dynamic, growing organization. The Senior Community Energy Manager will lead projects for local governments and indigenous communities across British Columbia and other parts of Canada, and be accountable for quality, client satisfaction and profitability.

There is significant potential to advance in a fast growing organization based on individual performance and organizational needs. To learn more about CEA's policy on caring for clients, people and planet, you can read our report, [Going Beyond](#).

- Compensation: up to \$76,000 per year with the potential to grow as the organization grows
- Employment type: up to full-time (35 hours/week)
- Location: Flexible in BC, AB, or YK (other parts of Canada may be considered) with home office & some travel as required

## To apply

Deadline: **June 29 at 9:00am Pacific Time**. Send the following to [hr@communityenergy.bc.ca](mailto:hr@communityenergy.bc.ca), indicating in your email where you saw the posting:

1. **Two**-page resume
2. **Two** or more references including contact information
3. **Three** minute or less video uploaded to

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. How you manage others and how you like to be managed & why.
4. What innovative approaches to deliver CEA's mandate you could provide.

YouTube with a link.  
Please test first.

5. Any other specific training or skill sets you have that you think would be extra valuable in this position.

## Desired Qualifications & Specializations

CEA needs professionals who can be thrown into any project and go deep in one or more specializations.

- Motivation
  - Passionate about climate action and communities
  - Committed to integrity and accountability
  - Desire to learn
  - Committed to the success of our clients
  - Committed to making other members of the team a success in their own way
- Communication
  - Ability to engage all levels of government staff and elected officials
  - Exceptional ability to communicate complex topics in a simple way verbally and in writing
  - Inspiring communicator and relationship-builder
  - Experience and confidence in engaging with and convening senior stakeholders
  - Natural network builder and connector
  - Identifying and deeply understanding needs of potential clients
- Delivery
  - Great attention to detail and accuracy
  - Able to manage multiple and diverse projects and issues concurrently at a detailed level while not losing sight of the strategic direction
  - Ability to adapt to needs and the unique local context of small, medium and large communities
- Education and experience
  - Degree or equivalent experience related to local governments, climate action, energy systems, renewable energy and energy efficiency
  - Certified Community Energy Manager, RPP, MCIP, P.Eng, or equivalent may be a bonus
  - Experience with local governments as staff, elected official or service provider
  - Successful proposal writer / fundraiser / grant / contract negotiator
- Specializations (any of these may be a bonus)
  - **Analytical / mathematical skills:** ability to process and analyze data, create energy & emissions inventories, conduct modelling in Excel or other programs
  - **Indigenous communities:** Indigenous community relationships/planning/project implementation
  - **Buildings:** retrofit program design, step code best practices, capacity building
  - **Adaptation:** risk assessment and mitigation, Low Carbon Resilience
  - **Embodied emissions:** buildings, infrastructure
  - **Land use:** Transportation, infrastructure, work from home impacts, electric mobility, GIS
  - **Natural Assets & Sequestration:** natural asset and sequestration opportunities for communities

## Duties

The Senior Community Energy Manager will collaborate with CEA's experienced team to deliver projects, contribute to the future direction of CEA, define research requirements, deliver presentations, and in time will mentor other staff. Primary duties will involve supporting and leading Community Climate Action Plans and/or energy & emissions inventories. The duties are summarized below.

### Think

- Be one of the leaders defining the climate and energy conversation in the local government and First Nation sectors within BC and across Canada
- Build CEA profile, recognition, and eminence and contribute to vision for CEA
- Present at regional, provincial, and some national conferences (e.g. UBCM and FCM)
- Work effectively and develop trust and rapport at all levels of an organization from provincial ministers to mayors and councillors to staff in large and small local governments

### Sell

- Write some proposals without supervision and contribute to others
- Identify opportunities to leverage projects to expand/replicate
- Actively contribute to recruiting CEA members

### Deliver

- Manage and deliver concurrent projects including Community Climate Action Plans and/or energy & emissions inventories
- Manage the full lifecycle of projects and programs from confirming client expectations through to project management, reporting and evaluation
- Manage the creation of well-structured, highly readable (plain language; good use of graphics, charts, etc.) project reports and deliverables that are free of errors or omissions
- Design and deliver presentations and articles as well as facilitate engagement in local government council and staff meetings, dedicated multi-agency or public workshops, webinars and major conferences

### Develop

- Contribute to visioning and strategic development of a rapidly evolving organization
- Participate in CEA staff peer mentoring
- Participate in CEA member meetings and present at board/member strategic retreats



## About CEA

Community Energy Association (CEA) is a non-profit society with charitable status delivering research and planning, coaching and training, and implement services to local governments across BC and Canada in energy and climate action.

Learn more about CEA through our websites

[www.communityenergy.bc.ca](http://www.communityenergy.bc.ca)

<http://acceleratekootenays.ca/>

[https://www.communityenergy.ca/wp-](https://www.communityenergy.ca/wp-content/uploads/2021/03/CEA-Going-Beyond.pdf)

[content/uploads/2021/03/CEA-Going-Beyond.pdf](https://www.communityenergy.ca/wp-content/uploads/2021/03/CEA-Going-Beyond.pdf)

<https://bcclimateleaders.ca/>

<https://closingtheloop.ca/>

<https://mcahub.ca/>

<http://www.bcmclc.ca/>