



## **Position: Program Manager - First Nations, Affordable Multi-Family Housing and Non-Profits (Term)**

*EfficiencyOne isn't just an organization; it's a movement. Our organization's purpose is to change lives by unleashing the power of efficiency. We come to work every day because we want a better world, and we believe we can contribute to a more prosperous, sustainable future through efficiency.*

We are looking for a **Program Manager** for new pilot initiatives that will focus on **First Nations** communities, **Affordable Multi-family Housing**, and **Non-Profit Organizations**. The Program Manager is responsible for managing these energy efficiency initiatives.

This individual is responsible for managing multiple relationships and agreements, meeting program pilot targets and reporting results. EfficiencyOne has funding for this position until March 31, 2019. There may be a potential for an extension.

### **Summary of Responsibilities**

- Engage with each of the 13 First Nations communities across Nova Scotia to offer this new initiative. Funding for First Nations is provided for completing home energy assessments and energy efficiency upgrades on homes in First Nations communities across the Province.
- Complete procurement activities to obtain delivery agents.
- Work with the First Nations communities to confirm the desired upgrades for the homes, using building science principles to ensure upgrades are appropriate for the home and the occupants.
- Work with the First Nations communities to offer educational / training materials and events.
- Offer the affordable multi-family and non-profit initiative by working with participants to conduct energy assessments and energy efficiency upgrades.
- Manage delivery partners and contracts.
- Process and approve partner invoices.
- Monitor, analyze and reconcile all spending.
- Regularly forecast and report results and status to various parties.
- Conduct research to assist with planning for future activities.
- Responsible for meeting pilot program targets.

To be qualified for this role you will hold a Bachelor's Degree, Diploma in Engineering Technology, or equivalent combination of education and work experience. Experience in working with First Nations communities and energy efficiency would be considered an important asset. You have knowledge of energy efficiency retrofit practices and building science principles. You have strong analytical and superior time management skills along with excellent communication abilities. You have also



demonstrated your ability to develop positive and effective working relationships with partners, both internally and externally.

We encourage applications from qualified Aboriginal persons, African Nova Scotians, racially visible persons, women in non-traditional positions, and persons with disabilities. EfficiencyOne encourages applicants to self-identify.

If you would like to be considered please submit your resume and cover letter, clearly articulating how you meet the above-noted qualifications. Applications can be submitted in confidence to Nicole Delaney [ndelaney@efficiencyns.ca](mailto:ndelaney@efficiencyns.ca) or at the below link:

<https://canada.gethired.com/a/6907cc50-408d-452e-928e-0847f2237d2d>

Deadline for receipt of applications is midnight on Friday, September 15, 2017

*EfficiencyOne is an independent non-profit organization and franchise holder of Efficiency Nova Scotia. EfficiencyOne has an employment equity program, welcomes diversity in the workplace and encourages applications from all qualified candidates, including aboriginal peoples, women, people with disabilities and racial minorities.*