



Energy Officer Job Posting EAC 22-11-22

ABOUT US

The Ecology Action Centre is a dynamic and vibrant environmental charity based in Nova Scotia providing leadership on critical issues from biodiversity protection to climate change to environmental justice. We are grounded in community and act as strong watchdog for a just and sustainable society. [Ecology Action Centre | action is our middle name](#)

YOUR FOCUS

The Energy Officer will support our Energy Coordinator who works to advance EAC's electricity and renewable energy policies in Atlantic Canada. As the Energy Officer, you will be assisting with research, communication, and community engagement to advance strategic energy policies to decarbonize electricity within Atlantic Canada.

ABOUT YOU

Your passion for decarbonizing electricity and your project management know-how will help the Energy Team effectively move their campaigns from conception to implementation. You thrive working in collaborative environments and building relationships to partner with organizations, private sector and the public.

RESPONSIBILITIES

- Research and write internal/external communications including briefing notes, web content, social media posts and magazine updates, working with the Communications Teams for guidance as needed
- Summarize and condense technical energy reports
- Effectively help plan and support events, webinars, meetings and committees related to building support from the general public around the clean electricity transition in Atlantic Canada
- Assist with facilitation, stakeholder consultation and public education as needed
- Assist with volunteer training to deliver goals of energy team campaigns
- Develop campaign materials and graphics for online and print use
- Conduct research and gather data related to the electricity sector
- Assist in analyzing government policies and regulations related to electricity
- Participate in and support the overall work of the Ecology Action Centre, including but not limited to community queries, engagement organizing, and promoting our overall impact.

WHAT YOU WILL BRING

- Strong communications skills, both oral and written
- Experience supporting advocacy campaigns, with at least 6 months experience in advocacy campaigning, project administration, or communications.
- Experience assisting with event planning, and coordinating activities
- Practical experience supporting community and public engagement efforts through facilitation, stakeholder consultation, volunteer engagement and public education
- Knowledgeable about the energy sector in Canada and clean electricity policies

- At least 1-2 years of experience conducting research, reviewing literature and writing reports
- Proven ability to analyze government policies and gather data
- Demonstrated ability to work independently and effectively allocate your time to complete important productive tasks
- Strong organizational and priority settings skills
- Contribute to a collaborative team environment
- Strong work ethic and motivation to work on climate change
- Computer literacy in MS Office, including Outlook, Sharepoint, Word, Excel and PowerPoint.
- Willing to utilize social media and traditional mass media, and work with web-based platforms.

Other Skills and Requirements (considered an asset)

- Experience working on energy policy, particularly related to electricity
- Experience working with governments on policy matters
- Experience with managing and recruiting volunteers
- Experience working for a non-profit organization, government, academic institution, First Nation Band, co-op, labour organization, or community enterprise.

WHAT WE OFFER

- A full-time position, 37.5 hours a week (Mon-Fri), to start as soon as possible (early January)
- Opportunity to participate in 4DWW 9-month period
- This is a fixed term contract for one-year strong possibility of renewal based on funding
- Starting wage range is \$19.67 up to \$21.56, based on level of knowledge, experience and skills.
- Four weeks of paid vacation, 10 paid health days, 12 paid Holidays, cost-shared benefits plan
- Flexibility to work from home with a requirement for on-site days at our renovated, energy-efficient green office building located in the North end of Halifax at 2705 Fern Lane.
- The first floor of our building is designed to be universally accessible.

TO APPLY: Please submit a single PDF document titled "YOURNAME_ Energy Officer via [Ecology Action Centre jobs and careers | Indeed.com](#) Due Date: December 6, 2022. We thank all applicants for their time and interest, however only short-listed applicants will be contacted.

The Ecology Action Centre is committed to employment equity and encourages applications from individuals in traditionally underrepresented groups including, but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. We encourage applicants to self-identify in their cover letter or application if they are a member of an underrepresented community.

