



Job Posting – Energy and Skills Development Coordinator

VALUING LIVED EXPERIENCES

EAC's vision is of a just and vibrant world of respect, belonging and ecological resilience. As a team we are working to decolonize, further equity and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do including by building a strong and diverse team.

We encourage applications from individuals from equity-deserving 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. If you are a member of an equity-deserving group, and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world.

We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging and resilience.

We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues.

ABOUT YOU

You are a self-starter with an entrepreneurial frame of mind, dedicated to community, gathering and analyzing information from diverse sources to solve a complex puzzle with practical applications. You believe that when provided the right opportunity and knowledge, people can achieve incredible things, including helping create healthy households that can afford their energy bills and live in comfort year-round. You have many practical skills and want to use



About the Position:

The Green Streets Pilot Project aims to address energy poverty in Cape Breton by building the means to train workers from equity-deserving communities facing systemic barriers to employment and creating better access to affordable retrofit programs. The Energy & Skills-Development Coordinator will be responsible for ensuring strong connections to diverse energy and social service sector actors, and developing business plans to build capacity for energy-efficient retrofitting. The Coordinator's relationship-building skills help advance the Green Streets program through partnership development and community- and coalition-building. They work in a collaborative, impact-oriented environment with their Energy and other EAC colleagues as well as community, public, and private sector partners.

Key Responsibilities

Project Management:

- Exploring the development of social enterprise to deliver energy-efficient retrofits and skills training in Cape Breton
- Working with partners to identifying and assess neighbourhood potential for energy retrofits
- Exploring supports for navigation services helping low-income residents access retrofit programs
- Completing financial and other funder reporting as required
- Identifying and submitting energy-related grant proposals and supporting other fundraising efforts specific to energy efficiency, in conjunction with your supervisor and, in some cases, the fundraising team

Community & Stakeholder Engagement:

- Engaging with community organizations, service providers, unions, and energy experts to identify training needs, employment pathways and opportunities
- Establishing and growing partnerships with organizations, institutions, and people in communities that are needed for program development, research deliverables, and participant recruitment
- Establishing relationships and engagement strategies to ensure project opportunities are of interest to and taken up by participants from diverse communities
- Creating outreach and recruitment materials
- Contributing to EAC's public communications efforts on energy efficiency and green jobs, and responding to media inquiries as appropriate
- Engage and support volunteers



Research and Report Writing:

- Developing a business plan for a retrofit-focused social enterprise, including market analysis, service design, and workforce strategy
- Performing a deeper analysis of energy poverty in Cape Breton, building on the 2024 work of Nova Scotia's Energy Poverty Task Force, including barriers to participation, service gaps, and job creation opportunities
- Supporting the development of relevant documents and frameworks (e.g., evaluation framework, action plan, etc.)
- Other duties as required.

WHY YOU SHOULD APPLY

Even if you don't have all the requirements listed in this position, you may be the right candidate. If you have experience engaging diverse communities and are passionate about energy justice we want to hear from you. Apply and tell us what you'd bring to the team.

WHAT YOU BRING

- At least three years' experience in project leadership or policy development and implementation.
- Clear knowledge of community-based energy system work.
- Strong decision-making skills, based on an ability to gather and analyze the information needed to understand and resolve problems.
- Proven skills as a relationship builder and talented at creating strong networks
- Experience in research, data analysis, report writing, and project implementation
- Experience in community engagement and development, including meeting coordination, and group facilitation
- Strategic relational skills that function to connect actors across sectors and regions
- A deep and abiding commitment to equity, diversity, and inclusion in all its forms, and a cultivated ability to apply an anti-oppressive lens and framework to community development, project management, program design and delivery, and relationship building and repair
- Strong organizational and priority settings skills
- An ability to get creative and innovate
- A proactive approach to funding and grant writing initiatives to support the advancement of the energy efficiency and a green transition

These additional skills, areas of knowledge, and experiences will be considered an asset:

- Background and/or education in business administration or entrepreneurship, environmental studies, communications, or project management in the skilled trades



- Experience working with non-profit and community organizations
- Relationships with African-Nova Scotian and Mi'kmaq communities

TERMS OF EMPLOYMENT:

- Full-time; 4-day, 30 hr work week, Monday - Thursday with some flexibility in the workday. [Find out more about our 4-day work week here](#)
- Remuneration: \$33/hr
- Full time, one year contract
- 4 weeks pro-rated, 10 paid health days, and 12 paid Holidays, cost-shared benefits plan after 3 months
- Location: Sydney NS, hybrid work

TO APPLY

[Please submit your resume and cover letter here.](#) The closing date is Sunday, January 11th.

We thank everyone who applied; however, we will only be contacting those who will be interviewed.