



Job Posting – Energy Efficiency 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 love two things: A good story, and energy efficiency. You are able to captivate audiences (orally, in writing, or with video), who walk away from the experience with a deeper understanding. You are excited to meet people who have worked hard to make their homes more energy efficient to save money and the environment, often finding ways out of energy poverty. You want to learn from them, and share their stories to inspire others.



About the Job

The Energy Efficiency Coordinator will work to support and expand EAC's energy efficiency and climate work, ensuring strong connections to diverse sector actors and linking policy and action to EAC's organizational campaigns. The role involves understanding Efficiency Nova Scotia programs that help Nova Scotian households reduce their energy use, and sharing success stories with the general public and communities through interactive workshops and content creation. The Coordinator's relationship-building skills help advance the energy & climate file through partnership development and community- and coalition-building. They work in a collaborative, impact-oriented environment with energy and other EAC colleagues as well as community, public, and private sector partners.

Key Responsibilities

Project Management:

- Designing and delivering public-education initiatives to share success stories showing how households save money and reduce emissions through energy-efficiency retrofit programs.
- Supporting the strategic development of energy-efficiency related policy priorities at regional and provincial levels.
- Ensuring systems are in place to coordinate and track the successful and timely completion of overall project objectives being carried out by project staff, volunteers, interns and consultants.
- Managing the project budget.
- Completing financial and other funder reporting as required.
- Identifying and submitting energy efficiency-related grant proposals and supporting other fundraising efforts specific to energy demand-side management, in conjunction with your supervisor and, in some cases, the fundraising team.

Public and Community Engagement:

- Working with partners such as Efficiency Nova Scotia, faith groups, and Seniors for Climate, demonstrate through storytelling (oral, written and video) how households can save money and reduce their environmental footprint through energy efficiency retrofits
- 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 & climate and responding to media inquiries as appropriate.
- Engage and support volunteers.

Research and Report Writing:

- Pursuing and advancing research partnerships that enhance energy-efficiency and demand-side-management data collection,
- 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.
- Exceptional communication and storytelling skills, written and verbal.
- Clear knowledge of community-based energy efficiency work.
- Strong decision-making skills, based on an ability to gather and analyze the information needed to understand and resolve problems.
- An understanding of demand-side management energy policy, strategy and programs, and the ability to explain these to a general audience.
- Proven skills as a relationship builder and talented at creating strong networks.
- Experience in research, report writing, and project implementation.
- Experience in community engagement and development, including meeting coordination, group facilitation, and event planning.
- 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.

Other skills and experience considered an asset:

- Videography or video-editing experience.
- Relationships with African-Nova Scotian, Mi'kmaq, and other equity-deserving 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 with possibility of extension based on funding
- 4 weeks pro-rated, 10 paid health days, and 12 paid Holidays, cost-shared benefits plan after 3 months
- Hybrid work environment requiring 1-2 days a week at our office in Halifax's North End.

TO APPLY

[Please submit your resume and cover letter here](#). The closing date for this position is Sunday, January 25th

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

