



Efficiency Coordinator, HEA

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 an **Efficiency Coordinator, HEA** reporting to the Program Manager, HEA. The Efficiency Coordinator for Home Energy Assessment will specialize in program administration as it relates to whole home energy efficiency retrofits. The role mainly consists of managing information, customer service issues, and quality assurance activities. This is supported by a solid understanding of residential building science. This includes but is not limited to familiarity with energy modeling, residential building envelope retrofits, heating/ventilation equipment systems, and the concept of the house as a system.

Summary of Responsibilities:

Program Specific Responsibilities

- Maintain a detailed database of program participant information including but not limited to: participant contact information, home details, upgrade details, energy savings, and associated costs (while adhering to organizational data requirements);
- Manage invoicing and accrual process;
- Calculate monthly energy savings and participant counts;
- Respond to program specific customer questions and issues;
- Conduct detailed file reviews and HOT2000 reviews, as required;
- Relationship management with Service Organizations, which includes responding to program specific partner questions and issues;
- Review Quality Assurance results for each quarter, issue any corrective actions to partners;
- Support special and/or research driven projects, such as the EnerGuide Listings project;
- Support the Marketing and Communications team in the development of outreach and marketing strategies and materials, aligning efforts with program goals.

Standard Specialist Responsibilities

- With the support of the Program Manager, effectively plan for long term program development, and stay current on market trends and technological developments within area of specialty;
- Complete program measure development, including the refreshing of current measures and the release of new measures;

- Assist with contract development and administration, and ensure compliance;
- Assist with the follow through on evaluator and verifier recommendations for program;
- Within area of specialty, provide technical expertise and support to colleagues and stakeholders (such as analysis, reviews, evaluations);
- Within areas of specialty, ensure quality and accuracy; and
- Work cooperatively with participants, partners and other external parties related to the program.

To be qualified for this role you hold a Bachelor's degree or Diploma in Engineering Technology; or equivalent combination of education and experience. You combine a positive attitude and strong work ethic with excellent organizational and communication skills. Additionally, you are flexible and have above average attention to detail combined with the ability to consistently meet deadlines in a fast-paced environment. Strong technical knowledge or energy efficiency program administration would be an asset.

If you would like to be considered for this opportunity, 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 at the link below.

<https://easyapply.co/job/efficiency-coordinator-hea-1>

Efficiency Nova Scotia has an employment equity program, welcomes diversity in the workplace and encourages applications from all qualified candidates, including women, aboriginal peoples, people with disabilities and racial minorities.