

<b>Position:</b>	Building Energy Specialist
<b>Organization:</b>	BC Non-Profit Housing Association
<b>Location:</b>	Vancouver, British Columbia
<b>Hours:</b>	Full Time: 37.5 hours/week
<b>Deadline:</b>	Posted until filled, apply ASAP

## BACKGROUND

The BC Non-Profit Housing Association provides leadership and support to members in creating and supporting a high standard of affordable housing throughout British Columbia. BCNPHA members are primarily non-profit housing providers. Other members include individuals and organizations that care about affordable housing. The Asset Management Department provides Energy Management and Capital Planning services to non-profit housing providers with the goal to reduce operating costs, prolong existing housing stock, and increase housing stock size to better meet rising housing demands.

The Asset Management Department is searching for 2 people to take on the role of Building Energy Specialist. The roles will be a full-time contract position assisting the Asset Management Department carry out its mandate to provide support to the non-profit housing sector.

BCNPHA is the umbrella association for non-profit housing providers in BC providing services, education, events and advocacy to over 800 non-profit housing societies who provide more than 60,000 units of affordable housing at more than 2000 sites across the province.

If the job description below interests you, please submit a cover letter and resume to [jackie@bcnpha.ca](mailto:jackie@bcnpha.ca).

## POSITION SUMMARY

The position provides project management and technical services related to building retrofits, by coaching societies through BCNPHA/BC Housing/Utility and other funding programs, and BCNPHA services developed to advance and sustain the non-profit housing sector. Position may be extended based on available funding and at management's discretion.

### Key responsibilities

#### Program/Services Support;

- Conduct Energy Audits

- Visit sites and/or conduct virtual energy audits, collecting building information, process information, and write reports
- Coordinate site visits across province – arranging appointments, accommodation, travel, and data collection
- Benchmark non-profit buildings
  - Support data entry into Portfolio Manager and BCNPHA database
  - Support sector wide building benchmarking initiatives
  - Data entry into calculators and tools used for developing business cases and costing retrofit work
- Project Coaching non-profit existing building retrofit projects
  - Manage existing building retrofit projects for non-profit societies – working with non-profit society property managers and board, consultants, contractors, utility companies, and various funding agencies.
- Provide technical support to non-profit housing providers to identify, plan, and implement capital and energy efficiency building retrofits.

#### **Data Management;**

- Assists, identifies and follows through with emerging opportunities to add additional relevant data to the BCNPHA database.

## **QUALIFICATIONS**

### **Education, Experience and Skills**

- Knowledge with Buildings, Building Construction, Building Systems, and Sustainability is required
- Working knowledge of energy conservation measures in buildings, building control systems, building envelope design would be an asset
- Working knowledge of solar photovoltaic systems and renewable energy retrofits would be an asset
- Post-secondary education in a relevant field; a graduate degree would be an asset (such as a Masters in sustainability and planning, BCIT SEMAC certificate, UBC Masters in Clean Energy, Douglas BERM certificate)
- A working knowledge of non-profit organizations and operations would be an asset
- Strong problem-solving skills and ability to adapt to a changing environment are a must to be successful in this changing sector
- Strong professional verbal and written communication skills -ability to communicate in a timely manner appropriate with staff and partners.
- Proficient computer (MS office, Word, Excel, PowerPoint) and database skills
- Experience and a high level of proficiency in preparing presentations and presenting data visually
- Must be able to travel by car and airplane to non-profit buildings across British Columbia once pandemic restrictions lift

- Must have valid driver's license

### Compensation & Working Conditions

- Family friendly work hours
- A diverse team in a sociable, professionally rewarding work environment
- Some travel throughout British Columbia required once pandemic restrictions lift
- A comprehensive extended health benefits package for you and your dependants
- Salary: \$53,000 to \$60,000 commensurate with experience
- Reports to BCNPHA Senior Program Delivery Manager, Asset Management
- Will work very closely with the following:
  - Internal; Asset Management Department and all Association departments, and
  - External; Utility companies, funding trust, BC Housing and non-profit housing provider staff (administrators, property managers).