



Position: Energy Advisor

Are you a Certified Energy Advisor or Registered Energy Advisor, renovator or contractor, or have specialized knowledge about building science and energy-efficient building practices?

Green Venture is a non-profit environmental education organization. We have also been a community leader in the development of energy efficiency solutions for over 15 years, serving Hamilton, Burlington, Oakville, Haldimand, Brant County, Norfolk, and Niagara. We offer a variety a variety of energy conservation initiatives, including energy audits, stormwater management audits, and incentive programs. If you have the right technical background, excellent oral and written communication skills, and are willing to undertake additional training, contact us to be considered for an energy advisor position.

This position reports to the Operations Manager, and is responsible for working with clients in the aforementioned areas to maximize residential energy efficiency and related environmental impacts. Some flexibility with regards to individual advisor service areas is available. Remuneration is offered on a per-file basis at an industry-competitive rate. Compensation is dependent on file volume and advisor availability, but this is projected to be a part-time position in the range of \$25 000 – \$30 000 annually.

Responsibilities:

- Conduct residential audits using the EnerGuide for Houses most current system procedures
- Prepare, present, and explain custom Home Energy Plans to residential customers
- Prepare and deliver EnerGuide for Houses labels to residential customers
- Promote and conduct follow-up audits with residential customers
- Complete and submit, on a timely basis, all required reports and electronic files
- Complete and submit required paperwork for the gas utility incentive programs
- Respond promptly to all issues and inquiries
- Install (if required) energy and water conservation devices in residences
- Promote related services and programs
- Conduct follow up phone calls with customers as required

Qualifications:

- Demonstrated knowledge of residential building science
- Strong computer skills and familiarity with internet information exchange
- Excellent communication (oral, written, and phone) skills
- Strong interpersonal and social marketing skills
- Demonstrated commitment to environmental goals
- Working knowledge of NRCan's EnerGuide for Houses rating and evaluation system
- Possession of a valid Ontario driver's license
- Access to a reliable vehicle with liability insurance of not less than \$1 000 000

Technical training available for qualified candidates. Please send a detailed resume and cover letter to Erinn Todd at contact@greenventure.ca by June 20, 2017. Visit www.greenventure.ca.