



SQUAMISH

HARDWIRED *for* ADVENTURE

Community Energy Coordinator

Regular Full-Time

The District is hiring a Community Energy Coordinator. This position will be shared equally between the District of Squamish (Squamish) and the Resort Municipality of Whistler (Whistler) and will be responsible for accelerating the implementation of each community's climate action plans. Actions will focus primarily on community outreach and engagement related to buildings (e.g., energy efficiency, electrification and renewable energy) and electric mobility. Part of the role will include identifying opportunities, applying for funding and raising awareness in both communities. We are looking for an energetic team player who takes the initiative, builds partnerships and can overcome obstacles to advance sustainability.

This is a temporary full-time term position with funding secured for 24 months, with the possibility for renewal. The role is developed in partnership with BC Hydro's Community Energy Manager Program, and is funded by BC Hydro, Squamish and Whistler. The person will be expected to work in both Squamish and Whistler.

Key Responsibilities:

- ❖ Coordinates, facilitates, and implements educational and community-based events that increase awareness of community climate action plans generally, and low carbon transportation and buildings specifically.
- ❖ Prepares and delivers presentations for public meetings, special events, workshops and open houses.
- ❖ Assists in preparing, publishing, and distributing communications, marketing, and promotional materials, tools, website information, and strategies.
- ❖ Investigates opportunities related to building electrification, renewable energy, electric vehicles and e-mobility. Applies for funding as necessary.
- ❖ Tracks, monitors and evaluates the effectiveness of programs and activities.

What we're looking for: Our ideal candidate will have a post-secondary degree in environmental sciences, community planning, public relations, communications or another related field. In addition, this role requires three years' experience in a similar role, or in the field of education or program development. Local government experience is preferred.

Who we are: The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat.

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

Our Vision: Our organization is a thriving community, serving the thriving community of Squamish.

Our Mission: We lead, facilitate and partner to ensure a liveable and sustainable Squamish.

Our Core Values: Respect, Integrity, Connection, Progress

Think you would be the perfect fit? Then come and Deliver Outstanding Service at the District of Squamish! On top of the hourly rate of \$42.18, the District of Squamish also offers a comprehensive benefits package, municipal pension plan, as well as a compressed work week which allows for an earned day off every second week. A flexible in-office/remote work schedule (which will include time in both Whistler and Squamish offices) may be considered in accordance with the District's Remote Work Policy.

We can't wait to hear from you! A complete job advertisement can be viewed below.

If you have questions that aren't answered there, please reach out to our friendly HR team at the contact email below.

Click here to apply. If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #25-05** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

Application deadline: February 16, 2025



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The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Community Energy Coordinator
Status:	Regular Full-Time
Work Area:	Sustainability
Posting Date:	January 28, 2025
Closing Date:	February 16, 2025

GENERAL SUMMARY

Under the general supervision and direction of the Manager of Sustainability and Climate Change at the District of Squamish (the District), as well as under the direction of the Climate Action Coordinator at the Resort Municipality of Whistler (RMOW), the Community Energy Coordinator is responsible for accelerating the implementation of municipal climate change priorities in alignment with Squamish's Community Climate Action Plan (CCAP) and Whistler's Big Moves Climate Action Implementation Plan (CAIP). This position is shared between the District and RMOW and plays a key role in advancing initiatives designed to reduce community-scale GHG emissions in both communities. Actions will focus primarily on community outreach and engagement related to buildings (e.g., energy efficiency, electrification and renewable energy) and electric mobility. Additionally, the Community Energy Coordinator identifies and implements best practices and programs, strategies, and partnerships to help the District and RMOW reach their strategic goals.

MAIN DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community by fostering the District of Squamish's corporate values in their work: Respect, Integrity, Connection and Progress.
- Follows the District's and RMOW's Customer Service Guidelines to ensure the Delivery of Outstanding Service.

Climate Community Outreach and Engagement

- Coordinates, facilitates, and implements educational and community-based events that increase awareness of community climate action plans generally, as well as specific initiatives related to transportation and buildings.
- Prepares and delivers presentations for public meetings, special events, workshops and open houses.
- Assists in preparing, publishing, and distributing communications, marketing, and promotional materials, tools, website information, and strategies.

Projects and Programming

- Tracks, monitors and evaluates the effectiveness of programs and activities.
- Coordinates and implements projects, programs and policy related to GHG emissions reduction and energy efficiency from new and existing buildings including engagement and outreach related to the Zero Carbon Step Code and Energy Step Code.
- Coordinates and implements projects and programs related to GHG emissions reduction from electric mobility including outreach related to residential and commercial EV charging as well as support in advancing 3rd party EV charging in both communities.
- Assists with delivering the Retrofit Assist program including supporting program communications, contractor capacity building, stakeholder awareness and reporting.
- Investigates new renewable energy generation opportunities in Squamish and Whistler. Leads the development of a renewable energy strategy focused on exploring potential renewable energy production opportunities and partnerships for both communities.
- Promotes relevant BC Hydro rebates, subsidies and special offers.
- Identifies funding opportunities and assists in applying for funding.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong working knowledge in a number of the following areas: climate action, energy efficiency, building decarbonization, electric mobility, renewable energy and embodied carbon.
- Knowledge of the principles and techniques relating to project programming, public processes and community based social marketing.



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- Demonstrated experience organizing and facilitating community-scale engagement programs related to sustainability and climate action.
- Thorough knowledge of Microsoft office including SharePoint, MS Word, Excel, and Outlook.
- Proven ability to work independently with minimal supervision, to problem solve, and to exercise sound judgement.
- Strong oral and written communications and interpersonal skills, including the ability to communicate clearly with tact and discretion and to effectively resolve conflicts with diverse groups.
- Ability to conduct research and compile and analyze data.

WORKING CONDITIONS

- This is a shared position between the District and the RMOW with a requirement to spend equal time working for each community. Both communities offer a hybrid work environment of office work as well as on-site meetings and events. Some work after-hours or on weekends may be required.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Valid Class 5 BC Driver's License.
- 3 years' experience working in a similar role, or in the field of education and outreach or program development.
- Experience in a Local Government setting is strongly preferred, and training or experience in community-based social marketing is considered an asset.
- Direct experience related to climate action and energy efficiency programs. Building and electric mobility experience is considered an asset.
- Completion of a Degree in Environmental Studies, Communications, Business Administration, Public Relations, Community Planning or a related discipline.

OR

- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours biweekly. Current shifts (subject to change) are between the hours of 8:00am to 5:00 pm, Monday to Friday (fortnight schedule).

Salary: \$42.18 per hour

Please note: While this position is Regular Full-Time, it is currently funded for approximately two years, with the possibility for renewal. The role is developed in partnership with BC Hydro's Community Energy Manager Program, and is funded by BC Hydro, the District of Squamish and the RMOW. This is a shared position between the District of Squamish and the RMOW.

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #25-05** or submit your paper application to:

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As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.