



CAREER OPPORTUNITY – TOWN OF THE PAS

ENERGY ADVOCATE

FULL TIME 15 MONTH TERM POSITION

The Town of The Pas, in partnership with Manitoba Hydro, is currently recruiting for the full time term position of Energy Advocate. The Town of The Pas has a base population of approximately 6,000 (with an additional 3,000 residents located in the surrounding areas of RM of Kelsey, Clearwater Lake, Rocky Lake) and has (1) Fire Department and approximately 30 volunteer fire fighters.

The primary role of the position of the Energy Advocate will be to promote and market energy efficiency and conservation with The Pas as it related to the Community Energy Plan.

Scope of Position:

The position of Energy Advocate will be a two year term position to work collaboratively with Manitoba Hydro and municipal staff to establish targets and objective for The Pas' Community Energy Plan. In coordination with Manitoba Hydro, the Energy Advocate will lead, support, influence and implement all activities pertaining to the Community Energy Plan utilizing the suite of Power Smart Programs for residential and commercial customers. The Energy Advocate will be required to complete extensive planning and coordination of external contractors, Power Smart delivery agents, local media outlets, along with active participants to deliver on energy savings targets outlined in the Community Energy Plan.

Qualifications:

- Relevant promotional / sales experience;
- Related post-secondary education or equivalent Community Development experience;
- Proficiency with MS Word, Excel, Access and Outlook;
- Excellent written and verbal communication skills;
- Excellent organizational and time-management skills;
- Ability to handle multiple tasks simultaneously while maintaining attention to detail;
- An understanding of energy conservation and energy efficient equipment and measures is an asset.

Summary of Key Responsibilities

- Promote and market energy efficiency and conservation within The Pas as it relates to the Community Energy Plan;
- Coordinate and carry out outreach to homeowners and local businesses to deliver the message of energy efficiency to the community;
- Coordinate planned activities with contractors and customers;
- Assist in monitoring of Power Smart initiatives related to energy efficiency;
- Maintain an on-going focus on all energy initiatives including setting benchmarks for new projects;
- Assist customers in filling out forms and applications;
- Correspond with stakeholders and provide written and verbal reports regarding results and outcomes;
- Connect customers to relevant resources to increase successful outcomes.

Working Conditions:

- A working alone plan along with a job hazard analysis must be done in accordance with the Town of The Pas Workplace Safety and Health plan;
- Must have access to own transportation;
- 37.5 hour work week (evenings and weekends as required);
- This position will operate out of The Pas' municipal office.

Salary will commensurate with qualifications and experience.

This position will remain open until filled

**Applications are to be directed to:
Keri-Lee Zaharia – Human Resource Officer**

keriz@townofthepas.ca

81 Edwards Avenue, P.O. Box 870

The Pas, MB, R9A 1K8

Fax: (204) 623-5506

www.townofthepas.com

*This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba
We thank all candidates in advance, but will only contact those selected for an interview.*