



Regional Energy Coach: Prairies Job Posting – April 23, 2024

Organization: Manitoba Non-Profit Housing Association

Reports to: Executive Director

About MNPCHA: The Manitoba Non-Profit Housing Association (MNPCHA) supports its members, which are 100 diverse non-profit organizations across Manitoba, to build a thriving, sustainable non-profit housing sector in Manitoba. MNPCHA provides our members valuable programs and services; develops the capacity of the Non-Profit Housing sector, and; advocates on behalf of members.

About the Regional Energy Coach Initiative: The Regional Energy Coach (REC) initiative is a national initiative, coordinated through the Community Housing Transformation Centre (the Centre) and funded through the Federation of Canadian Municipalities (FCM) to build the capability and capacity of affordable housing providers to initiate and deliver successful sustainable energy efficient projects under the FCM's Sustainable Affordable Housing initiative. MNPCHA is hosting the REC position for the Prairies (Manitoba, Saskatchewan, and Alberta) for 2024-2026.

Position Summary

This position will provide coaching and technical services for affordable housing providers related to the planning of energy efficient capital projects. The objective of this role is to build the capability and capacity of housing providers to initiate sustainable energy efficient projects. The REC will have a strong understanding of the Prairies context and will lead efforts in engaging and coaching affordable housing providers in Manitoba, Saskatchewan, and Alberta, particularly smaller providers with less capacity to initiate projects.

Hours: 35-40 hours weekly to be determined by agreement; Mostly weekdays with occasional evening for presentations/meetings

Salary Range: \$65,000-75,000 annually; extended health benefits and 5% matched RRSP program available at 6-months

Details: this is a two-year term position with the possibility of extension if the program is extended

Work Environment and Expectations: Flexibility around remote work and scheduling with a minimum one day per week in the MNPCHA office in Winnipeg. Ability to work from home with good internet access are required. Though most meetings will take place virtually or by phone, travel to meet with non-profit housing organizations and for outreach events to Alberta, Saskatchewan, and throughout Manitoba is required.



Tasks and Responsibilities

Coaching and planning support:

- Provide coaching, technical support, and support for project management to non-profit housing providers to identify and plan energy efficiency projects, and incorporate energy efficiency features into capital projects, maintenance, and new construction projects.
- Support housing providers in the development of business cases.
- Maintain in depth knowledge of national, provincial, and regional/local funding opportunities, share funding information with affordable housing providers – particularly the Sustainable Affordable Housing fund – and provide coaching to support applications for funding for energy efficient affordable housing projects.
- Maintain in-depth knowledge of innovative and learning-centered coaching techniques.
- Conduct walkthrough energy audits to identify initial opportunities for sustainable capital project planning. Walkthrough energy audits may be conducted remotely.
- Build relationships with and maintains knowledge of energy sector resources and connects providers as appropriate.
- Assist providers in scoping and procuring project planning related work, including Building Condition Assessments, energy audits and studies.
- Document barriers to designing and implementing energy efficient projects.

Capacity building:

- Distribute capacity building tools and resources to affordable housing providers.
- Organize education sessions for regional and national affordable housing conferences. FCM will be consulted and must approve in advance all national level sessions.
- Facilitate and deliver presentations related to planning and operating sustainable affordable housing.
- Contribute to educational materials developed by FCM and/or the Centre.
- Connect regularly with other RECs and FCM for peer exchange to share learnings.

Reporting:

- Track and monitor interactions with all housing providers, including initial outreach, level of support in project planning, and skill building, feedback on funding available and funding applications submitted and approved.
- Support and contribute to monitoring and evaluation activities including:
 - Send survey to all new housing providers served during each quarter and update the Performance Management Framework Dashboard when a survey has been sent to a new housing provider.
 - Ensure the PMF Dashboard is complete by the end of each quarter.
- Participate in monthly FCM-led peer learning meetings for RECs.
- Contribute to final evaluation of the REC program.



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Knowledge and Experience

- Post-secondary education in a relevant field; a graduate degree would be an asset
- Knowledge of building construction, building systems, and sustainability is required
- Working knowledge of energy conservation measures in buildings, building control systems, building envelope design
- Working knowledge of renewable energy retrofits
- Experience working in a small team environment, experience working in remote environments are an asset
- Strong professional verbal and written communication skills
- Proficient computer (MS office, Word, Excel, PowerPoint) and database skills
- Understanding of business and service processes associated with non-profit organizations is an asset

Skills and Expectations

You are:

- A problem solver: you can adapt to a changing environment, and find contacts, conduct research, and identify resources needed to solve problems
- Goal-oriented and task-driven: you thrive in an independent work environment, can deliver on targets, have strong organizational skills, and pay attention to detail
- Communicative: you have experience presenting to groups and of diverse stakeholders with varied technical knowledge
- Collaborative: you develop constructive, productive and sustainable relationships with colleagues, collaborators/associates, and partners
- Enthusiastic about affordable and non-profit housing

How to apply

Send resume and cover letter outlining relevant experience to Christina Maes Nino, execdir@mnpha.com; Interviews will start the week of May 13, 2024. The position starts as soon as possible once a suitable candidate is selected. Only candidates considered for interviews will be contacted.

Manitoba Non-Profit Housing Association is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply.

