
Energy Efficiency Retrofit Program Assistant—Métis Capital Housing Corporation

Locations: Edmonton

Positions : 2

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was incorporated in 2009 to provide **affordable, adequate and suitable** housing to moderate-income Indigenous families in Alberta. We currently have 370 units in 5 **urban centres**. MCHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, together with our sister organization Métis Urban Housing Corporation, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**.

For more information about Métis Capital Housing and it's sister organization Métis Urban Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

The Energy Efficiency Retrofit Program Assistant supports implementing programs aimed at improving energy efficiency and promoting retrofitting initiatives. This role involves coordinating program activities, providing administrative support, engaging with stakeholders, and ensuring the smooth execution of projects. The ideal candidate will have an excellent understanding of implementing energy efficiency and sustainability measures, strong organizational skills, and the ability to work collaboratively in a dynamic environment.

Key Responsibilities

- Assist in the planning, development, and execution of the energy efficiency retrofit program processes.
- Assist with logistics and communications for program-related activities.
- Track project progress, timelines, and deliverables to ensure timely completion.
- Maintain accurate records and documentation for all program activities.
- Assist in preparing reports, presentations, and other materials as needed.
- Handle correspondence, scheduling, and administrative tasks for the program team.
- Communicate with program participants, partners, and stakeholders to provide information and support.
- Assist in organizing and facilitating meetings.
- Address inquiries and provide guidance to program participants.
- Collect and analyze data related to energy efficiency and retrofit projects.
- Maintain database and generate reports to track program performance.
- Identify trends and provide insights to improve program effectiveness.
- Assist in developing outreach materials and educational resources.
- Participate in community outreach activities to promote program awareness.
- Ensure compliance with program guidelines, policies, and regulations.
- Conduct quality assurance checks to ensure program standards are met.
- Assist in monitoring and evaluating program outcomes and impact.

Community Relations

- Liaises with community associations, agencies, and stakeholders.
- Represents the organization at community activities to enhance the organization's community profile.
- Participates in committees, task forces, and special projects as required.

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- **Education :** A diploma in Business Administration is preferred with a minimum of 2 years of experience working in an office.

Competencies

- **Program Coordination:** Ability to assist with planning, developing, and executing program processes efficiently.
- **Administrative Proficiency:** Skilled in managing documentation, scheduling, correspondence, and general administrative support.
- **Communication:** Strong written and verbal communication skills to interact with participants, partners, and stakeholders.
- **Organization and Time Management:** Ability to track multiple projects, manage timelines, and prioritize tasks to ensure timely completion.
- **Data Collection and Analysis:** Competent in gathering, maintaining, and analyzing data to assess project performance and identify improvements.
- **Stakeholder Engagement:** Skilled at maintaining relationships with community partners, agencies, and internal teams.
- **Customer Service Orientation:** Ability to provide guidance and support to program participants in a helpful and professional manner.
- **Problem Solving and Attention to Detail:** Capable of identifying program inefficiencies and contributing to continuous improvement efforts.
- **Technical Understanding of Energy Efficiency and Sustainability:** Familiarity with energy efficiency concepts and retrofitting practices.
- **Community Outreach and Representation:** Ability to represent the organization at events and build a positive presence in the community.
- **Adaptability and Collaboration:** Works well in a dynamic environment and contributes positively to team efforts and organizational goals.
- **Monitoring and Evaluation:** Ability to assist in assessing program effectiveness and ensuring quality standards are met.

Working Conditions

Ability to work a regular schedule - Monday – Friday, 8:30 AM – 4:30 PM, occasional evenings and weekends, and possible overtime.

- Travel within Alberta may be required. Travel outside of regular business hours (including weekends) may be required.
- Must have a valid driver's license and operational vehicle.

WHAT WE HAVE TO OFFER YOU • The opportunity to work with a non-profit Indigenous organization. • Helping to make a difference in the lives of Métis and other Indigenous peoples . • A comprehensive benefits plan including: life insurance, disability, health, and dental. • Generous vacation time • Personal time off days • Employer matching RRSP • Personal development • Competitive compensation

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metishousing.ca. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.