

January 2021

JOB POSTING

Position: HPSC Communications & Administration

Organization: Home Performance Stakeholder Council

Location: Applicants are welcome from any location across BC, with a preference for Metro Vancouver or Victoria.

Reports To: This individual will report to the HPSC Managing Director

Time Commitment: Full time.

About the Home Performance Stakeholder Council (HPSC)

The HPSC works together with BC's home energy improvement industry sectors to develop and grow the home performance industry into a profitable market segment that delivers products and services to:

- Lower utility bills through reducing energy use
- Improve home comfort and building durability
- Reduce environmental impact
- Improve air quality, health and safety

Specifically, the HPSC focuses on:

- **ADVOCACY** - Creating opportunities for industry to work together to provide input and recommendations that remove barriers and promote growth.
- **MARKET GROWTH** - Develop effective, long-term strategies, tools and resources to accelerate industry growth and expand business opportunities.
- **CAPACITY BUILDING** - Cultivate and support a trained and qualified workforce that reliably delivers home performance related products and services.
- **QUALITY WORKMANSHIP** - Help the development and implementation of programs, training and accreditation that supports quality workmanship.

To learn more about the Home Performance Stakeholders Council, visit www.homeperformance.ca

Position Description

We are seeking a self-directed, Jill-or-Jack-of-All communications and administration tasks individual who is ready to roll up their sleeves and take on any challenge to help grow the network and impact of the HPSC across BC. This individual will support the organization with communications tasks including developing a communications strategy and plan and executing it to reach residential home performance contractors across BC. This may include social media, outreach, engagement and digital marketing. This position will also support some of the day-to-day administrative work of the organization. This individual will work with a team of committed industry professionals to advance and evolve the mandate, objectives and goals of the organization.

This position offers a high level of flexibility, opportunities for professional growth and the ability to help shape a dynamic organization that is supporting the market growth of the BC home energy performance industry.

Compensation: This is a junior to mid level role and compensation will be commensurate with qualifications and experience.

Start Date: As soon as possible and flexible for the right candidate.



Term: Annual contract, performance and funding based. This contract will commence with a three-month probationary period.

Candidate Profile

Experience Required

- Post-secondary school education with diploma or bachelors;
- Communications and administration experience;
- Demonstrated academic or professional experience that demonstrates strong writing skills (examples may be requested);
- Proficiency with Microsoft Office suite (Word, Excel, Power Point);
- Familiarity with E-newsletter software, electronic communication programs, social media platforms and ability to learn new software quickly and efficiently;

Competencies

Beyond your personal experience, the HPSC is looking for an individual that has the following competencies:

- Passionate about the Home Performance Stakeholder Council's vision, mission and goals;
- Self-motivated with a strong ability to be self-directed and work independently with minimal supervision;
- Proactive with an ability to identify tasks that need to be done, confirm the tasks with the team and then prioritize and efficiently and effectively get the jobs done;
- Professional, personable and positive demeanor with a can-do attitude;
- Results-driven, collaborative and critical thinker;
- Effective communicator both in person and in writing with stakeholders, funding partners, and team members;
- Responsible and reliable;
- Strong multi-tasker with the ability to juggle various initiatives and tasks; and
- Flexible, versatile and/or resilient in a changing work environment.

Location & Travel

- This individual will work remotely and is responsible for providing their own office space, computer, internet connection and telephone systems.
- Applicants are welcome from any location across British Columbia, with a preference for Metro Vancouver area or alternatively Victoria.
- Occasional travel may be required for workshops, trainings and meetings - usually held in the Metro Vancouver area.

Application & Selection Process

To Apply

Email your cover letter and resume to info@homeperformance.ca with the subject line: HPSC Application – Communications & Administration.

Application Deadline

Applications will be considered on an ongoing basis and a short list of candidates will be contacted to schedule interviews.

Additional questions can be directed to the Home Performance Stakeholders Council Project Manager at info@homeperformance.ca.