



## **DECEMBER 2023 JOB POSTING**

**Position:** Regional Industry Liaison

**Reports to:** This individual will report to the Manager of Industry Relations.

### **About the Home Performance Stakeholder Council**

The Home Performance Stakeholder Council (HPSC) is a not-for-profit society that supports the growth of the home performance industry in British Columbia, Canada. Our mission is to increase the supply and demand of qualified home performance service providers by supporting market growth, capacity building, and quality workmanship. We work with the single-family home retrofit industry including contractors, manufacturers, suppliers/distributors, industry associations, and utilities and government across the HVAC, insulation, windows and doors, general retrofit, and energy advising sectors. Our work includes industry engagement, contractor resources, advocacy, and the Home Performance Contractor Network (HPCN), a database of retrofit contractors in British Columbia (BC) that meet specified trade designation and training qualifications and are subject to ongoing review and quality assurance checks.

To learn more about the HPSC, visit [homeperformance.ca](http://homeperformance.ca)

### **Position Description**

The Regional Industry Liaison will play a key role in providing various levels of support, engagement, and assistance for contractors and the retrofit industry in the Interior, Central, and Northern BC. The position will support the Industry Relations Manager to execute HPSC and HPCN priorities, manage ongoing projects, and facilitate communications and policy initiatives, which will include field travel as well. 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.

### **Time Commitment**

- The position is full-time (37.5 hours a week) working workdays, with evenings and/or weekends as required. Part-time availability may be considered for the right candidate.
- Contract for 1 year with possibility for extension.

### **Compensation**

- Hourly, based on experience with a range from \$26.00 to \$31.00.

### **Location & Travel**

- This individual will work remotely and will be responsible for providing their own office space. A laptop and necessary work equipment will be provided by the HPSC.
- Open to residents of BC with a preference given to applicants located in the Central, Interior, or Northern regions.
- Travel throughout BC will be required for workshops, training, and meetings.



### **Responsibilities / Accountabilities**

The Regional Industry Liaison will

- Build and maintain contractor/industry relationships to increase HPCN awareness and membership;
- Collaborate with regional districts and municipalities to coordinate contractor workshops and training;
- And organize and manage feedback from the retrofit industry including identifying and reporting training requirements and future priorities.

### **Experience**

- Knowledge of BC's retrofit trades and minimum of 3 years of experience in the home energy performance industry.
- Experience in analyzing various types of information and identifying operational direction.
- Proficiency with Microsoft Office suite (Word, Excel, Power Point) and ability to learn new software.

### **Competencies**

The following competencies are required for the position of Regional Industry Liaison.

- Passionate about the HPSC's vision, mission and goals.
- Self-motivated with a strong ability to be self-directed and work independently with minimal supervision.
- Ability to connect with retrofit contractors and the industries they represent through various means of outreach including cold calling as needed.
- 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 contractors and industries they represent.
- Responsible and reliable.
- Strong multi-tasker with the ability to juggle various initiatives and tasks.
- Flexible, versatile, and/or resilient in a changing work environment.
- Must have a class 5 driver's license and reliable vehicle for required travel.

### **To Apply**

Email your cover letter and resume to [jovan@homeperformance.ca](mailto:jovan@homeperformance.ca) with the subject line: HPSC Application – Regional Industry Liaison.

### **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 Jovan Cheema, Managing Director, at [jovan@homeperformance.ca](mailto:jovan@homeperformance.ca) or call 604-755-3469 ext. 702.