

ZEIC Position Description

Strata Energy Advisor, BC Retrofit Accelerator

Join us!

We're passionate about making progress on climate action and committed to making a positive difference in communities. Keen to join a caring, capable, and committed team doing great work on the path to Net Zero?

Send your resume and cover letter in a single pdf document describing your interest and fit for role to jobs@zeic.ca. Please use the subject line: [Your Name] - [Job Title]. We are committed to a fair and equitable hiring process. If you require accommodations at any stage, please let us know.

Applications will be accepted until midnight **October 5, 2025**. We encourage early submissions as we will review applications on a rolling basis.

About the Zero Emissions Innovation Centre

Seeded by a \$21.7 million federal endowment, the Zero Emission Innovation Centre (ZEIC) is a purpose-built charitable organization dedicated to market transformation and enabling zero carbon communities and economies across the region and province. ZEIC is part of the Low Carbon Cities Canada (LC3) Network established by the Government of Canada and the Federation of Canadian Municipalities.

ZEIC's vision is that, together, we enable a new era of climate action and innovation for an inclusive, prosperous, and healthy zero carbon future in our region by 2050. We advance urban climate solutions in the building, transportation, and renewable energy sectors through (1) partnerships and collaborations, (2) impact investment, (3) granting, and (4) education, training, and capacity-building.

Working with governments, Indigenous partners, industry, and others, we support ambitious climate policy, address barriers, and catalyze, accelerate, and scale innovation to strengthen equitable and resilient communities for current and future generations. To deliver impact, we:

- Connect and activate partners, investors and action-takers;
- Demonstrate and showcase viable solutions; and
- Invest in capacity building and readiness to scale climate actions.

ZEIC's strategic directions align with provincial, regional, and local climate action plans. Our programs help communities make progress towards their 2030 emissions reduction targets. Equity, long-term affordability, community health and well-being, environmental protection, and economic development are integral to how we develop and deliver our climate action initiatives.

About ZEIC's Building Decarbonization Programs

ZEIC's building decarbonization programs include the Zero Emissions Building Exchange (ZEBx), Building 2 Electrification Coalition (B2E), Carbon Leadership Forum BC (CLF BC), Near Zero, and, our newest program, the BC Retrofit Accelerator (BCRA). The purpose of the BCRA is to accelerate the transition to net-zero emissions for existing buildings, particularly in underserved sectors. It is an umbrella for a suite of initiatives that fall into three broad categories: (1) market transformation (advisory groups, capacity building, tools and standards development), (2) building owner concierge and support programs (e.g. Strata Energy Advisor program), and (3) research.

Position Overview

Duties and responsibilities

As part of the BC Retrofit Accelerator team, the Strata Energy Advisor (SEA) will report to the Program Manager and work closely with the Technical Manager. The role will provide retrofit planning concierge support services. The role and duties are **not** those of a Certified Energy Advisor, as registered by Natural Resources Canada to deliver the EnerGuide Rating System for new and existing homes for Part 9 of the Building Code. The SEA will be the first point of contact for strata councils and condo owners and will help to uncover high-efficiency, low-carbon retrofit opportunities in participating building(s). The successful applicant will help strata's through all stages of a project providing them with trusted information to navigate retrofits and decisions. The successful applicant will have a base of technical knowledge and an aptitude for working with the public. Duties and responsibilities include:

- Complete a walk-through audit of a multi-unit residential building and document major mechanical and electrical systems along with basic enclosure details;
- Populate forms that document building systems;
- Educate strata councils on the retrofit program and decarbonization planning;
- Inform strata councils on available rebate and financing programs;
- Support communications and knowledge transfer related to the program and retrofits in general;
- Assist with regular reporting;
- Assist with promotion and communications as it relates to the program,
- Assist with improving the systems and procedures for the efficient collection management and analysis of program and retrofit project data,
- Other duties, as required.

Depending on the interest and aptitudes of the successful candidate, there is an opportunity to lead research projects, develop outreach materials or build systems as they relate to the Strata Energy Advisor program or BC Retrofit Accelerator initiative.

Education and Experience Requirements

- A relevant degree from a recognized post-secondary institution;
- Applied Science Technologies (AScT) or Engineer-in-training (EIT) designations, or eligibility to apply;
- Experience identifying and assessing building-related information through site visits and interviews; and
- A relevant combination of the above-noted education and experience.

We recognize that prospective candidates may have experience in some areas more than others. We encourage diverse candidates with diverse experiences who are prepared to build on their strengths and areas of expertise and willing to learn and grow their capacity through the role. Specialized training will be provided.

Knowledge, Skills and Abilities

- Very strong interpersonal, communication and presentation skills (both oral and verbal);
- Very strong organizational skills to effectively deal with multiple tasks and competing priorities;
- An affinity for supporting individuals and organizations through complicated processes;
- Knowledge of electrical capacity planning
- Basic knowledge of building systems, including mechanical, building enclosure and electrical;

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- Ability to clearly explain technical concepts to non-technical audiences;
- Demonstrated passion for and commitment to climate action; and
- Demonstrated ability to work independently while functioning effectively in a team environment.

The following experience, knowledge, skills and abilities are not required, but would be an asset for the position:

- Experience with or knowledge of low-carbon retrofit opportunities, particularly in a multi-unit residential building application;
- Experience with energy modelling, energy benchmarking, and/or measurement and verification;
- Knowledge and/or experience with strata corporations and how they operate;
- Knowledge of energy efficiency and/or demand management strategies;
- Experience with database management (such as Microsoft Dynamics 365) and data visualization and analysis (such as Power BI) would be an asset; and
- Experience creating educational resources, program design and evaluation would be an asset.

Other Position Details

Candidates must have current eligibility to work in Canada and a valid driver's license. Occasional travel to urban areas within BC outside of the Lower Mainland may be required.

Candidates must have current eligibility to work in Canada. ZEIC is an equal opportunity employer and welcomes applicants from diverse backgrounds and with non-traditional qualifications. We care about and have policies to support equity, diversity and inclusion, and a respectful workplace. We operate a hybrid workplace. Flexible arrangements will be considered.

Job Type:	Full-time (37.5 hrs/week)
Employment Type:	Full-time permanent, subject to funding availability
Compensation:	\$69,484 to \$92,646 per year + vacation + generous health, wellness and RRSP benefits

While we thank all applicants for their interest, only those shortlisted will be contacted for an interview.

ZEIC acknowledges and is honored to work on the unceded and traditional lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔ (Tsleil-Waututh) peoples.