



OPPORTUNITY BRIEF

COMMUNITY
ENGAGEMENT
SPECIALIST
AFRICAN NS
COMMUNITIES



STATEMENT OF INTENTION

This position of Community Engagement Specialist, focusing on the African Nova Scotian Communities in Preston and Guysborough, is specifically designated for an individual identifying as African Nova Scotian. We are committed to ensuring representation and engagement from within the community, recognizing the importance of lived experiences and cultural connections in effectively supporting these communities.

We are dedicated to fostering an inclusive hiring process that is accessible and accommodating to individuals with disabilities. We take pride in our commitment to creating an environment where everyone, regardless of their abilities, can fully participate. At any step of the process, we are open to making accommodations to ensure that all candidates have an equitable opportunity.

We recognize that the journey towards greater inclusivity is continual and involves ongoing learning and adaptation. We invite you to be a part of this effort, contributing to a work environment where diversity is not only recognized but is also integral and celebrated. Your unique perspective and experiences will enrich our team and enable us to better serve the communities we engage with.

OUR VALUES



Integrity

Innovation

Partnership

ABOUT EFFICIENCYONE

We transform the way people use energy.

EfficiencyOne is a leading efficiency enterprise. We work with many outstanding partners to supply cost-effective energy efficiency and carbon mitigation services in Nova Scotia and beyond.

Together, we help people achieve their energy goals, save money, conserve resources, improve well-being, and combat climate change.

Investing in energy efficiency comes with many benefits—lower heating bills, more comfortable spaces, new jobs in your community, and a smaller overall carbon footprint.

To date, our work has achieved over \$4 billion in energy savings and contributed to 22% of Nova Scotia's GHG emission reductions. If there's a better way to improve energy efficiency, we'll find it. Find out more about how we are making an impact here:

<https://www.encyone.ca/impact/>

Why You'll Love Working Here

- A culture that understands there is life outside of work and cares about their employees
- An engaging, fun, and inclusive work environment
- A competitive salary and awesome benefits package that starts on day one
- Wellness initiatives and fitness challenges hosted throughout the year
- Corporate gym memberships
- Career growth and professional development opportunities
- Being part of a team contributing to Nova Scotia's goal of net-zero carbon by 2050.

If you want to be part of an organization that has an ambitious plan to support the transition to net-zero by 2050, and help to build a thriving, resilient future for Nova Scotians - then you belong here!

THIS MOMENT, THIS POSITION

The Community Engagement Specialist, African NS Communities, will play a role in the development and implementation of the **African Nova Scotian Community Retrofits Pilot**. This role will work to build constructive relationships with African Nova Scotian communities and organizations across Nova Scotia.

In this role, you will act as the liaison between EfficiencyOne and African Nova Scotian communities, with a primary focus on the communities of **Preston** and **Guysborough**. You will actively engage and educate community members by providing resources and information regarding the benefits of energy efficiency and our programs, and demonstrate the potential for energy savings.

Additionally, you will provide assistance with key action items relating to the pilot's launch and future operations. This role requires the use of **effective communication** and **time management skills**, combined with **organizational skills, adaptability** and a **results-driven mindset**.



POSITION RESPONSIBILITIES

- **Initiate** and launch each phase of the African Nova Scotia Community Retrofit pilot, including research in collaboration with a consulting company, outreach, planning, and delivery.
- **Act** as the main point of contact for both communities and consultants with a primary focus on the communities of Preston and Guysborough.
- **Gather** feedback from the communities of Preston and Guysborough for ongoing improvements, and share with consultants of EfficiencyOne.
- **Provide** guidance (as needed) to address customer complaints and inquiries.
- **Perform** site visits in response to participant concerns (as needed); complete forms to document customer experience, gather feedback to inform supplier performance, and collaborate with EfficiencyOne to develop a list of any remediation actions for contractors and/or delivery partners.
- **Work** with the communities of Preston and Guysborough, delivery partners, associations, and other parties to develop educational/training materials, schedule and conduct engagement events and initiatives along with distributing marketing materials.
- **Maintain** regular communication with leaders, organizers, and community members of Preston and Guysborough to ensure they are well-informed on all Efficiency Nova Scotia programs.
- **Assist** members of the community in Preston and Guysborough to seek and select contractors to perform upgrades on the selected homes and businesses.
- **Foster** the development and offer feedback on all aspects of the initiative including, but not limited to eligibility criteria, participant processes, eligibility measures, website content, printed materials, application forms, and scopes of work for partners and internal staff.
- **Support** the marketing and communications teams in the development of outreach, marketing strategies and materials.



THE IDEAL CANDIDATE

The ideal candidate for this role is a **dynamic** individual with a strong background in a business-related field or equivalent. You are **proficient in communication**, embrace both **innovation** and **creative problem-solving**, and can handle sensitive information with the utmost discretion. This role seeks someone with a **deep understanding of community dynamics** along with excellent relationship and rapport-building skills to effectively manage relationships with a variety of interest holders. Finally, you have demonstrated **Project Management skills** and can manage the complex nature of projects from iteration to implementation.

What will help you succeed:

- *Community College or University degree or diploma in a business-related field or equivalent combination of education and work experience.*
- *Existing relationships and demonstrated ability to work in and with African Nova Scotian communities.*
- *Valid driver's license and access to a reliable vehicle, with a clear driver's abstract (Can be discussed if do not have one).*
- *Project management, including planning, designing, and execution would be considered an asset.*
- *Ability to work with a range of internal and external stakeholders.*
- *Proficient with all Microsoft Office software (Excel, Word, PowerPoint, Outlook, Teams)*
- *The ideal candidate should have excellent oral and written communication skills, be able to generate ideas, be innovative, and be a creative problem solver.*
- *The ideal candidate should have the ability to maintain a high degree of confidentiality, diplomacy & discretion.*

Even If you do not have all of the qualifications listed above, we encourage you to apply anyway!

The Package



Salary: \$65,000 - \$88,000/year

- Benefits:**
- *Group Benefits*
 - *Hybrid Work Environment*
 - *Employee & Family Assistance Program*
 - *Retirement Savings Plan (6% employer match)*

Location: *Anywhere in Nova Scotia (Hybrid)*
(Travel to Preston and Guysborough required)

WHAT TO EXPECT

We carefully review all applications and promise to read each cover letter attentively. If you're identified as a top candidate, anticipate an invitation to chat with one of our Lead Placemakers at P4G, who takes an authentic and unique approach to recruitment.

Selected candidates will then proceed to a virtual interview with the Lead P4G Placemaker and representatives from the organization. Finalists may participate in a second-round interview or skills activity, either virtually or in person.

We aim for our interview process to be humanized and engaging.

APPLICATION DETAILS

Apply now by
[Clicking Here!](#)

Applications will be accepted until

March 25, 2024

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.

Don't be generic. Be yourself.