

# CAREER OPPORTUNITY

## Efficiency Programs Student

Are you interested in joining an organization that's passionate about helping Manitobans save energy, money, and the environment?

Efficiency Manitoba is our provincial Crown corporation focused on working with Manitobans to reduce electricity and natural gas consumption in homes, businesses, and communities across the province. Our work contributes to sustainability, greenhouse gas emissions reductions, innovation, reconciliation with Indigenous communities, business competitiveness, and affordability in Manitoba, which helps Manitobans and our communities thrive for generations to come.

We're a dynamic, nimble, action-oriented, and transparent organization that fosters positive engagement, creativity, and diversity across our team and with those we work with.

We're proud to offer and foster a supportive and team-oriented work environment. We provide the opportunity for blended virtual work arrangements, and have a nine-day work cycle which normally results in every other Monday off.

We are providing opportunities to students to learn, grow and develop professionally, while contributing towards Efficiency Manitoba's important work for Manitobans. We are currently recruiting for the position of **Efficiency Programs Student**.

## RESPONSIBILITIES

Under the direction of an Energy Efficiency Specialist, the student will provide administrative and analytical support for a variety of energy efficiency programs and initiatives at Efficiency Manitoba:

- Assist in designing value-added programs and product delivery strategies for Manitoban's.
- Register program participants and project details on program tracking systems with accuracy and where judgment and interpretation of information is required.
- Perform database queries and generate standardized reports and proposals.
- Assist in the composition and distribution of various program promotional materials and correspondence, both internally and externally.

- Conduct jurisdictional scans on energy efficiency best practices, technologies and offers.
- Answer program questions from customers and program stakeholders.
- Assist in the maintenance and monitoring of pending and completed program applications for energy efficiency programs.

## REQUIREMENTS

- Enrolment in a related business degree or diploma program from an institute of recognized standing (Marketing major preferred), plus administrative experience related to the assigned responsibilities.
- Ability to learn and understand basic technical terms common to the residential, commercial and industrial renovation and construction markets.
- A high degree of initiative with the demonstrated ability to work effectively both independently and in a team environment.
- Strong analytical and problem-solving skills, with the ability to recognize, investigate, and analyze information.
- Strong communication and customer service skills, with the ability to establish and maintain effective working relationships, internal and external to the organization.
- A strong commitment to and enthusiasm for energy conservation.
- Must receive a clear rating on a Personnel Risk Assessment (background check).

At Efficiency Manitoba, we're committed to creating and maintaining a safe, equitable, and inclusive work environment. Women, Indigenous peoples, persons with a disability, and members of visible minorities are encouraged to self-declare in their application. Reasonable accommodations are available to applicants who may experience a barrier arising from a protected characteristic(s) identified in The Manitoba Human Rights Code. Please let us know if you require accommodations during the recruitment process.

Interested & eligible students are encouraged to submit their resume and cover letter detailing their qualifications and suitability to fill this exciting opportunity to [careers@efficiencyMB.ca](mailto:careers@efficiencyMB.ca) by **Wednesday, February 14<sup>th</sup>**. Applicants are asked to reference the position title (Efficiency Programs Student) in the subject line of their application email.

For more information on Efficiency Manitoba, candidates are encouraged to visit our website at [efficiencyMB.ca](http://efficiencyMB.ca).