Employment Opportunity

Analyst, Buildings and Urban Solutions (Vancouver)

Position Overview

The Pembina Institute is seeking a highly motivated individual to join its B.C. team as an analyst to support research on the health benefits of energy retrofits and the development of measurement and verification protocol for deep retrofit demonstration project (http://reframedinitiative.org). This is a seven-month contract, with possibility of renewal.

We are seeking a recent graduate with relevant industry and policy experience, strong analytical skills, and solid work ethics. This position is supported by a grant from the Canadian government; the candidate must meet the eligibility criteria of the funding program (see below). This is a full-time (40 hours a week) position.

While we collectively live through the effects of the COVID-19 pandemic, we will maintain flexible and creative delivery of our services (including remote work) while following all directives provided by government health authorities.

Why now?

With flooding and wildfires on the rise, the negative effects of human-caused climate change are being felt here and now across British Columbia. To reduce our carbon pollution and meet our Paris commitments we will need to decarbonize the building sector by 2050. To achieve this, we must retrofit about 3% of our buildings each year: 30,000 homes, three million square metres of commercial and institutional space, and one million square metres of apartments. We also must transform the construction industry to make the niche the norm: by 2030, we must ensure that all new projects are high performance buildings.

Are you excited to lead the charge in developing new business models and public policies to transform how we design, build, operate and refurbish the spaces where we play, work and live? We need smart and creative people who can work with governments, industry and the non-government sector to successfully find solutions in these interesting and dynamic times.

Why the Pembina Institute?

The Pembina Institute is a national non-partisan think tank that advocates for strong, effective policies to support Canada’s clean energy transition. Through research, consulting and
convening, we employ multi-faceted and highly collaborative approaches to change to reduce the environmental impacts of energy production and use.

Our people are passionate about sustainability and dedicated to enabling positive social change. Our organizational culture encourages creativity and collaboration, and we offer a flexible and fast-paced work environment that rewards honest character, personal initiative and innovation. The successful candidate will join our dynamic team of nationally recognized professionals working on delivering clean energy solutions into the hands of Canada’s decision-makers and key influencers.

Roles and Responsibilities

- Establish measurement and verification protocols for energy performance of three to five demonstration projects
- Facilitate collection of baseline data for demonstration sites
- Design pre-occupancy survey, partner with housing society to collect data, analyze data
- Conduct literature review research on health impacts of building renovations and generate public-facing communication materials to communicate these results
- Lead research projects from inception to delivery; lead projects of various scales by applying appropriate leadership and management skills to projects
- Manage logistics of design workshops for the Reframed Initiative: invitations, tech support, coordination with speakers, etc.
- Ensure projects are effectively contributing to the organization’s objectives and enhancing the organization’s reputation
- Work with government, industry, housing societies to facilitate implementation of demonstration projects
- Critically review analysis of peers and collaborate with the various internal teams
- Work with external subject-matter experts
- Develop and maintain constructive relationships with other ENGOS, First Nations, private sector, and governments
- Cultivate relationships with individuals who have the power to influence decision-makers.
- Persuasively advocate solutions to key environmental issues and be a strong and effective critic when necessary

Skills and Qualifications

Candidates must clearly reflect, with examples, the following skills and experience in their application. Candidates may also wish to provide examples of additional qualifications and describe how they would apply these in a role at the Pembina Institute.
• Demonstrated ability to conduct quantitative and qualitative technical research in the area of energy efficiency and construction
• Strong project management experience, including hosting online events
• Ability to communicate complex technical matters in plain language
• Knowledge of the challenges and opportunities with energy, environmental and climate policy in the building sector
• Strong interpersonal skills and ability to work with a wide array of stakeholders
• Self-motivated and results-oriented, with the ability to take initiative and work independently with minimum supervision

This position is funded in part by a grant from the Government of Canada with the following eligibility requirements:
• No more than 30 years of age at the start of the internship
• Canadian citizen, permanent resident or person granted refugee status in Canada
• Legally allowed to work according to the relevant provincial and Canadian legislation and regulations
• Not receiving employment insurance during their internship
• Not a previous participant in a Career Focus Internship of the Government of Canada’s Youth Employment Strategy

Other Valuable Qualifications
• A master's degree in engineering, sciences, economics, law or public policy or related field
• Familiarity with strategies for measurement and verification of energy performance (e.g. International Performance Measurement and Verification Protocol) and of occupant experience (e.g. pre-occupancy and post occupancy survey)
• Experience designing surveys for building occupants or similar target groups
• Research or study experience on how building design and operation will affect occupant health in a changing climate.
• Prior experience in the design, management or procurement of energy retrofits and/or construction projects
• Familiarity with energy conservation measures for residential buildings, real estate assessment practices, development practices
• Experience in facilitation and/or in chairing meetings and group processes

Compensation and Benefits
The salary rate is competitive for an analyst position in the environmental non-profit sector and will be based on skills, experience and qualifications of the successful candidate.
Benefits include:

- three weeks of holidays per year (prorated)
- flexible work hours
- strong growth potential in an entrepreneurial business environment
- training and development opportunities

Further terms of employment will be discussed with candidates during the interview process.

To Apply

Email your cover letter and resume to careers@pembina.org. Please ensure the following:

- Subject line includes Analyst BUS and your last name
- Cover letter (max. two pages) explains why you are interested in working with the Pembina Institute and how your skills and qualifications meet the criteria outlined for this position (including the eligibility requirements for the employment grant, see above)
- Resume outlines your relevant skills, education and experience
- Cover letter and resume are saved as one PDF document using the naming convention lastnamefirstletter-application-position-year.pdf
  - example: smithm-application-AnalystBUS-2020.pdf

Application deadline: 11:59 p.m. PST on September 16, 2020

The Pembina Institute is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.