



Aboriginal Housing Management Association  
*Celebrating 25 Years*

## JOB POSTING – ENERGY PROGRAM ADVISOR

External Posting: October 2024

Salary Range: \$77k-98k

**Please submit your application to:**  
**[jobs@ahma-bc.org](mailto:jobs@ahma-bc.org)**

*This posting will remain open until the position is filled.*

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

### About AHMA

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

To learn more about AHMA and what we do, please visit our website at:  
[www.ahma-bc.org](http://www.ahma-bc.org)

### Overview:

Ha7lh skwáyel– *Squamish for "Good morning/afternoon."*

### JOB SUMMARY

Reporting to the Manager of Engagement and Technical Services, within the Asset Strategies Branch, the Energy Program Advisor contributes to the success of the organization by providing expertise in training programs, energy efficiency and community engagement to ensure optimal building performance, asset stewardship and sustainable growth of the Indigenous Housing sector.

### Who we are looking for:

For a full listing of the Program Coordinator's Key Responsibilities and preferred Knowledge, Skills, and Abilities, please see the full job posting on our website at [www.ahma-bc.org](http://www.ahma-bc.org).

### Training, Education, and Experience

- Minimum 3 years of proven experience in the energy and/or housing sector.
- Minimum 2 years of proven experience in managing or overseeing a variety of projects and stakeholders.
- Will ideally possess a post-secondary diploma or degree. A combination of education and experience will also be considered.
- Proven experience working with Indigenous people; direct experience working within a First Nations environment is a definite asset.

*(A combination of education and experience may be taken into consideration)*

### Critical Success Factor:

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Aboriginal ancestry or working closely with Aboriginal communities. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – *Squamish for "We are thankful to you all."*



## ***JOB DESCRIPTION – ENERGY PROGRAM ADVISOR***

Reports to: Manager, Engagement and Technical Services, Asset Strategies  
October 2024

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### **ROLE DESCRIPTION**

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### **KEY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)**

#### **COMMUNICATIONS**

- Provide guidance, training, and resources for internal and external stakeholders on best practices, funding opportunities, and strategic initiatives that enhance properties' energy and sustainability.
- Provide communications support to the Asset Strategies team; develop and publish e-Newsletter; identify and profile the work of society staff in furthering energy awareness and efficiency within their organizations.

#### **OPPORTUNITY ENHANCEMENT**

- Support Housing Societies and partner First Nations in navigating funding for energy efficiency projects and capital renewals and promoting energy efficiency behaviours among tenants.
- Lead outreach and engagement with partners to support training opportunities, knowledge sharing, policy alignment, youth engagement, and other strategic actions for energy-efficient and low-carbon buildings.
- Identify organizations and programs that are of value to AHMA and partners in enhancing Indigenous building and infrastructure capacity.
- Participate in relevant committees, working groups and networks to stay abreast of codes and standards development, technology, and best practices; provide feedback and disseminate information to other groups and networks.
- Advocate on the organization's and housing stakeholders' behalf as a collaborative representative on industry committees and working groups focused on energy and sustainability measures, including being informed and current on available funding grants and incentives.



## **IMPLEMENTATION**

- Support existing AHMA staff to develop resources and lead training programs related to Asset Management.
- Coordinate training programs relating to the design, implementation, and continuous optimization of assets and energy capacity-building initiatives; work with external consultants/advisors, partners, Housing Providers, and internal stakeholders.

In addition to the key responsibilities described, all members of the Asset Management team are knowledgeable of all team members' responsibilities, provide cross-over support of their duties whenever needed, and support the completion of organizational goals not defined here within.

## **EDUCATION & EXPERIENCE:**

- Minimum 3 years of proven experience in the energy and/or housing sector.
- Minimum 2 years of proven experience in managing or overseeing a variety of projects and stakeholders.
- Will ideally possess a post-secondary diploma or degree. A combination of education and experience will also be considered.
- Proven experience working with Indigenous people; direct experience working within a First Nations environment is a definite asset.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Strong interpersonal skills and positive work ethic.
- Well-developed prioritizing, organization, decision-making, time management, and verbal/written communication skills.
- Focused, versatile, dependable, multi-task oriented, flexible, positive, and adaptable to challenging and emergency situations.
- Ability to create strong strategic relationships and partnerships with internal and external stakeholders.
- Excellent analytical skills with the ability to analyze situations accurately and effectively.
- Proven adaptability to differing cultural and business environments.
- Excellent personal motivation with a proven ability to build and work collaboratively with a team.
- Ability to work independently and successfully meet deadlines.
- Strong computer skills in Microsoft Office and SharePoint and preferably some background in MailChimp and WordPress.
- Able to travel and work periodic evenings and weekends.
- Possession of valid BC Driver's License and reliable vehicle. Ability to travel within BC as required.