

Project Manager (various projects)

Location: Virtual (anywhere in Canada)
Hours: Full-time (35 hours per week)
Start Date: April 1, 2024 - March 31, 2025 (12 months)
Salary: \$40,000 - \$65,000 annually (commensurate with experience)

Organizational Background

Founded in 2020, [RFS Energy](#) is a mission-driven consulting firm that brings people together to propel planning, research and climate change policy into action and impact. We are a small Canadian organization with a team of energy efficiency, climate and strategic planning experts based in British Columbia, Alberta, Manitoba and Ontario.

As a virtual team that lives and works across these lands also known as Canada, RFS Energy acknowledges the traditional territories of the many diverse First Nations, Inuit and Métis peoples who have called these lands home since time immemorial. We recognize and honour our treaty relationships and our responsibilities to the land, history and customs of Indigenous peoples with whom we share these lands.

With over 50 years of combined experience working directly with utilities, government agencies, academic institutions, communities and non-profit partners across Canada - our team draws from a unique perspective rooted in project implementation to bring innovative research to life. As a small consulting firm, we work on a wide variety of projects and topics, including:

- Electric vehicle adoption, including electric school bus pilots
- Energy efficiency and deep energy retrofits for buildings
- Building and energy code adoption and training
- Climate change risk assessments for mining remediation projects

Do you have a passion for sustainability and reducing GHG emissions, with a knack for research, data crunching, surveys and other forms of engagement? If that sounds like you, please apply!

Position Summary

The **Project Manager** will support RFS Energy on several research projects related to clean energy and/or climate change adaptation and mitigation initiatives through strong project management, research, report writing, engagement and relationship-building.

Key Responsibilities include:

- Creating and managing work plans and other planning documents related to project implementation (such as Project Charters, Research Plans, Engagement Plans, Social Equity Plans, etc.).
- Scheduling meetings, drafting agendas, and providing summaries and backgrounders.
- Cultivating and maintaining strong relationships with clients, partners and funders.
- Reviewing multiple information sources to identify knowledge gaps and perspective differences to inform data collection and research activities.
- Conducting background research, literature reviews and gap analyses on various energy and climate-related topics.
- Developing data collection and engagement tools/resources for surveys, interviews and focus groups.
- Carrying out research and engagement activities.
- Synthesizing research trends and insights into easily digestible summary reports, presentations and other materials to share project results and recommendations.
- Drafting summary reports, presentations and other materials to communicate project and research results and recommendations.
- Assisting with the design of final reports and the creation of graphs and figures.
- Assisting with funding proposals and grant applications.

Qualifications, Skills & Abilities

Necessary

- College Diploma or University degree in a related field (environmental studies, energy management, climate science, urban planning, business administration, public relations, marketing) or equivalent.
- Minimum 2 years of related experience, with a background in project management, program evaluation and/or risk mitigation.
- Experience with data collection and analysis, such as developing and administering surveys, conducting qualitative interviews or leading focus groups.
- Demonstrated ability to communicate effectively (both verbal and written) with a variety of audience groups.
- Experience writing for and presenting to a business audience, with excellent facilitation skills and confidence in public speaking.
- Strong computer proficiency in Word, Excel, PowerPoint, Google Suite, Microsoft 365 & cloud-based software, and ability to quickly grasp new software.
- Track record in working both independently and collaboratively with a team and comfortable working as a part of a remote team.
- Excellent critical thinking and problem-solving skills.
- Willingness to share, learn and grow in a small business startup environment.

Desired

- Project Management Professional (PMP) or other designation considered an asset.
- Direct experience in clean energy or climate-related research is preferred but not required.
- Strong knowledge of sustainability, environmental and climate-related concepts and issues, including energy and climate strategies and best practices, climate risk assessment and management and other emerging trends and concepts.
- Experience delivering training workshops, stakeholder meetings, and community outreach events or presentations.
- Experience managing volunteers and/or team members is considered an asset.
- An eye for design & ability to create visually appealing reports, infographics etc.

Additional Requirements

This position may be partially funded using a wage subsidy program. Some programs require that applications meet the following criteria:

- Between ages 15 and 30
- Canadian citizen, Permanent Resident, or person who has been granted Refugee status in Canada
- Recent graduate from a post-secondary institution
- Not currently enrolled in school

Given the virtual nature of our work, the successful candidate must have access to a secure and reliable internet. Some travel is occasionally required.

How to Apply

RFS Energy invites applicants from all qualified individuals. RFS Energy values and is committed to employment inclusion, diversity, equity, and accessibility and to building a diverse and representative team. We encourage candidates from frequently underrepresented, marginalized, and equity-deserving groups to apply and self-identify in their resume or cover letter if they wish to do so.

If you are interested in this position, **please submit your cover letter and resume using our [Job Applicant Form](#)**. Applications will be accepted on a rolling basis until the position is filled. We appreciate all interest, however only those selected for an interview will be contacted.

We are committed to a selection process and work environment that is inclusive and barrier-free. If you require any accommodation to participate in the posting, recruitment, selection and/or assessment processes, please let us know by contacting info@rfs.energy.