

Job Description – Clean Leadership 2019 Program

Summary of the Program

The Clean Leadership program (formerly Nova Scotia Youth Conservation Corps or Youth Corps) was established in 1989 to provide Nova Scotian youth with training and employment opportunities in the environmental field. This program engages community partners across the province to hire students to carry out work in the summer months that fosters environmental stewardship. The Clean Leadership program provides Nova Scotian youth with green sector work experience, an enhanced appreciation of the environment and their community, and develops skills for life-long learning (including team-building and leadership skills, increased knowledge for future employment and/or education ventures, program evaluation techniques, and the ability to give back to their community and their environment.

Job Title - Energy and Climate Coordinator

Wage - \$17.00/hr

Summary of Position

The community partner for this Summer Student Intern position through the Clean Leadership program will be *Dalhousie University's Office of Sustainability* reporting to the *Sustainability Manager* and receiving technical direction and training from the *Energy Manager*. In this position, you will be conducting energy audits, developing program material and dashboards, and analyzing and researching energy consumption. This work will include conducting hands-on-lighting and lab equipment audits; developing program material such as posters, workshop outline, and user dashboards; and inputting and analyzing energy data. The successful candidate needs to have experience with energy topics and analysis, some experience creating posters and event outlines, and be familiar with using Excel to input and analyze data.

Community Partner

Dalhousie University has been involved in promoting sustainability in its operations and curriculum for over 30 years. However, global and local sustainability challenges such as energy security and efficiency remain, and these challenges are compounding. The Office of Sustainability focuses on supporting solutions that create positive social, ecological, and economic change in university operations. The Dalhousie Office of Sustainability works to incorporate sustainability concepts and criteria into policy and planning, building and retrofit projects, and operations. The Office strives to engage and encourage student, staff, and faculty in practicing sustainable behavior.

Duties and Responsibilities

- Creating energy dashboards (in our existing Energy Management Information System) for facilities operators, financial staff, researchers, and outside organizations.
- Conducting two night-time lighting audits of Halifax campus buildings.
- Creating posters using existing mechanical drawings of systems for facility operators (to be hung in mechanical rooms)
- Researching and verifying consumption of Lab equipment. This information will be used by Dalhousie and other ICI sector organizations to develop efficiency related programs.

- Analyzing data and creating energy and costs key performance indicators for Dalhousie District Energy and Cooling systems.
- Updating an outdoor campus lighting map.
- Assisting with the development of a climate workshop for the fall of 2019.
- Collecting and inputting data for the annual greenhouse gas inventory.

Requirements/Qualifications

These are the qualifications that are necessary for someone to be considered for the position.

- Demonstrated knowledge of energy concepts and practices.
- Experience conducting research as project lead including literature review, collection of data and analysis.
- Experience with programming.
- Excellent analytical, interpersonal, communication and organizational skills.
- Must be a Canadian citizen or legally entitled to work in Canada;
- Must be between the ages of 15 and 30;
- Must be a full-time student and intending to return to school in fall 2019;
- Is not a member of immediate family of community partner;
- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment;
- Be able to work productively as part of a team while responding to feedback;
- Demonstrated interest in future employment in the environmental or 'green' sector is considered an asset.

Working Conditions

This position will require working in a typical office environment, with some outdoor work on a semi-regular basis.