

The Town of Inuvik, in collaboration with the Centre for Indigenous Environmental Resources (CIER), is seeking a motivated and community-focused individual to fill the position of Energy Champion in support of the Energy InSites program.

The Energy InSites program is designed to reduce energy consumption and emissions from public and multi-unit residential buildings in Indigenous communities. CIER and The LEAP Group (LEAP) work with partner communities to better understand energy use and improve building performance.

Position Summary

The Energy Champion will be employed by the Town of Inuvik and will support the delivery of the Energy InSites program, with a focus on grant writing, project coordination, and community engagement. This role works closely with internal staff, community leadership, and external partners to advance energy efficiency initiatives within the community.

Position Details

- Full-time term position ending March 31, 2027
- Work schedule may include evenings and weekends, as required
- Hourly rate of \$38.00, plus applicable Northern Living Allowance
- Successful candidate must provide a satisfactory Vulnerable Sector Criminal Record Check

Key Responsibilities

- Research funding and financing opportunities related to energy efficiency and building performance projects
- Draft and support grant, funding, and financing applications
- Support discussions with leadership regarding project funding and opportunities
- Coordinate communication between community members, CIER, LEAP, and building owners/managers
- Coordinate site visits, meetings, and project-related activities
- Support community engagement and outreach initiatives
- Assist in obtaining utility consumption data from participating buildings
- Support the preparation of Town Council resolutions, where required
- Assist in developing project plans, business cases, and proposals
- Maintain accurate records, documentation, and reports
- Participate in relevant training and professional development opportunities

Skills and Qualifications

- Strong written and verbal communication skills
- Strong organizational and coordination skills with the ability to manage multiple priorities

- Ability to build and maintain effective working relationships with community members, leadership, and project partners
- Experience or demonstrated ability in research, reporting, or grant writing is considered an asset
- Experience or interest in energy efficiency, building performance, or greenhouse gas reduction initiatives is considered an asset
- Ability to work independently and take initiative in a project-based environment
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to travel within the community; access to a vehicle may be required
- Valid Class 5 Driver's License is considered an asset

Application Deadline: Wednesday, April 8, 2026, at 12:00 p.m.

Interested candidates are invited to submit a cover letter and resume to: recruit@inuvik.ca

Please note that only candidates selected for an interview will be contacted.