

ENERGY RESEARCH & ANALYSIS

Hiring: Lead, Energy Research & Analysis

Organization: Pollution Probe

Location: Office is located in Toronto, Ontario. This is a hybrid position requiring both remote work and in-person attendance for meetings, events and other organizational functions, as required.

About Pollution Probe:

Pollution Probe is a national, not-for-profit organization that has worked for more than 50 years to improve the health and well-being of Canadians, by advancing policy that achieves positive, tangible environmental change. Our approach is to define environmental problems through research, to promote understanding through education and to press for practical solutions through advocacy – all based on sound science and technology.

Pollution Probe has an opening for Lead, Energy Research & Analysis. This position is ideal for a self-directed individual with previous experience in energy policy, regulation and/or community and public engagement who works well as part of a team, enjoys opportunities to liaise with external partners, and is looking for wide-ranging responsibilities in a fast-paced and inclusive environment. We approach our work with a collaborative mindset and our small team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

What Will Your Typical Day Look Like?

With this exciting position, no two days will look the same! Reporting to the Director, Energy, as Lead, Energy Research & Analysis, you will play a key role in the planning and execution of a variety of projects from concept development through reporting and evaluation. You will conduct research, undertake policy analyses, draft proposals, contribute to outreach and engagement efforts, and ensure all projects are completed on time, on budget and of the expected quality. This position brings a unique opportunity to learn about a wide range of energy policy issues, and to contribute to finding practical, tangible solutions to address them. The Lead, Energy Research & Analysis will be responsible for the following key functions:

Project Management and Business Development

- You will be involved in the end-to-end management of multiple, simultaneous projects. This will require you to establish project plans and terms of reference that include project scope, timelines, budget, and resource requirements. You will also provide regular project status updates for management and partners.
- In collaboration with the program director, you will help to manage project teams, liaise with external partners and stakeholders, and coordinate meetings to ensure successful outcomes.
- The Lead, Energy Research & Analysis will also contribute to business development efforts, including drafting proposals and preparing sponsorship pitches.

Research, Analysis and Engagement

- You will be responsible for undertaking primary and secondary research activities, including literature reviews, jurisdictional scans, interviews and surveys, and for communicating the results to project partners, funders and the public.
- The Lead, Energy Research & Analysis will contribute to the development of a variety of written documents and resources, including research reports, public educational materials, backgrounders, web and social media content, etc. This will often require knowledge translation of technical reports and materials for the purpose of communicating with general audiences.
- Update project team members on development in energy policy, regulatory and markets developments and how they will affect Pollution Probe strategic objectives.

- You will be involved in the development and delivery of presentations for various audiences, technical and public, as well as the coordination and facilitation of webinars on relevant subjects.

Other

- You will be responsible for contributing to additional efforts as assigned and required. As a member of the Pollution Probe team, you will support the goals and objectives of the organization and contribute to team initiatives.

Skills and Experience:

- University degree (environmental or related)
- 3-5 years project management experience and demonstrated ability to manage complex projects resulting in measurable successes
- 3-5 years' experience in analyzing energy policy, regulation and business models in Canada
- Demonstrated ability of producing high-quality research
- Experience with preparing public-facing education material for print and online (including web and social media)
- Demonstrated critical thinking, strategic planning and business development skills
- Excellent presentation and communication skills - written and oral
- Experience with proposal writing and cultivating sponsorship
- Excellent interpersonal, team building and stakeholder relationship management skills
- Keen attention to detail and solid administration, coordination, time management and budgeting skills

Salary:

Hiring range between \$60,000-70,000.

This is a permanent, full-time position offering excellent health and dental benefits, flexible hours and working conditions, generous vacation time, a competitive salary and additional benefits to ensure work-life balance.

To Apply for Consideration:

Please submit a cover letter and resume by email, no later than August 3rd, to hr@pollutionprobe.org and indicate where you saw this posting. No phone inquiries please. Email to the above address only.

This position will remain posted until filled. We thank all applicants, however, only those under consideration will be contacted.