

Job Description: Program Manager, Workforce Development

EnerQuality is Canada's #1 certifier of energy efficient homes and the market leader in residential green building programs. Founded in 1998 as a partnership between the Ontario Home Builders' Association (OHBA) and the Canadian Energy Efficiency Alliance (CEEA), EnerQuality's mission is to accelerate housing innovation to improve building performance.

EnerQuality's Workforce Development Portfolio of programs supports transformation of the housing sector by building the pool of workers skilled in building science. Our portfolio of programs includes market-based technical training leading to energy advisor and net zero certifications, custom technical training and administration of publicly-funded workforce development programs.

EnerQuality is seeking a Program Manager to join our team. This is a full-time position offering an entrepreneurial work environment plus competitive pay and benefits. The position is based in Toronto and open to employee locations within Canada.

Role:

The Program Manager is a results-oriented professional with exceptional organizational skills, leading program implementation design and ongoing delivery of the workforce development and training programs.

Under general direction from executive leadership, the Program Manager will direct the design, implementation, ongoing management and performance of assigned programs and be the first point of escalation for issues. The Program Manager is responsible for meeting program goals including participation and customer service, cost effectiveness and market impacts.

Working closely with staff and external stakeholders, the position will require strong project and budget management skills, a technical aptitude, an ability to monitor, evaluate and report on operational metrics and develop strong relationships with industry and government stakeholders. This role will inform and support strategic planning and business development activities.

Responsibilities:

- Manage program implementation planning and launch, researching implementation options, establishing and maintaining program plans, and ensuring integrated realization of the key deliverables across the program portfolio.
- Manage the delivery of a portfolio of programs including: establishing training courses and calendar, recruiting and retaining program participants, managing delivery contractors/consultants, program administration, budgeting/budget control, program evaluation, and reporting.
- Provide input to ensure the program portfolio is properly resourced, and manage program delivery staff, including staff and contract resources.
- Identify, implement and manage changes and interventions to ensure project goals are achieved.
- Develop program assessment protocols for evaluation and improvement.
- Conduct research to optimize program design & operations
- Managing risks and issues and taking corrective measurements

- Report overall program status to the steering committee and senior management
- Conduct research to optimize program design & operations

Qualifications:

- Bachelor's Degree in Education, Engineering, Business, Sustainability or applicable technical certification in building science or trades is required.
- 5-7 years program/project management experience with a minimum of 2 years management experience.
- Demonstrated experience with learning management systems and adult education principles.
- Ability to collaborate with multiple internal and external stakeholders.
- Ability to utilize creative approaches to solving issues and problem
- Excellent written and verbal communication skills.
- Proven time management skills, managing projects to deadlines.
- Excellent analytical skills for technical and financial budget issues.
- Residential construction industry or utility/government sustainability program experience is an asset.

Qualified applicants, please submit your resume to hr@enerquality.ca. For more information, please visit www.enerquality.ca.

