



JOB DESCRIPTION

JOB TITLE:	Energy & Sustainability Support – Canada Summer Jobs
DEPARTMENT:	Plant Operations
CLASSIFICATION:	Student
REPORTS TO:	Director of Support Services
HOURLY RATE:	\$18.96

JOB SUMMARY:

Under the direction of the Director of Support Services, this summer student position contributes to real-world sustainability efforts across the Menno Place campus. The student will gain hands-on experience in data analytics, environmental program planning, and continuous improvement while supporting the organization's sustainability goals. The student will assist with energy consumption analysis, waste reduction programs, CSR research, and the creation of templates and tracking tools to advance Menno Place's commitment to reducing its carbon footprint and improving environmental performance.

This position is funded through the Canada Summer Jobs program and requires alignment with Federal and Member of Parliament priorities. The student must demonstrate a commitment to Menno Place's mission, vision, and values while following all policies, procedures, and Resident and Family Centred Care (RFCC) principles.

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

DUTIES & FUNCTIONS:

Energy Consumption & Data Analysis:

- Collect, verify, and analyze utility data (electricity, natural gas, water) to identify trends and opportunities for improved efficiency.
- Develop tracking tools, spreadsheets, and basic dashboards to monitor energy consumption and cost savings.
- Support preparation of internal reports on greenhouse gas (GHG) emissions and energy performance metrics.

Sustainability & Waste Reduction:

- Research and propose waste diversion and recycling strategies aligned with sustainability targets.
- Assist with planning and implementing waste reduction initiatives across the campus.
- Participate in environmental audits related to lighting, recycling stations, and equipment usage.

Corporate Social Responsibility (CSR) Support:

- Research CSR best practices in healthcare, seniors' living, and non-profit sectors.
- Assist with developing CSR programs, communication materials, and engagement initiatives.
- Support staff and resident sustainability awareness campaigns.

Research & Recommendations:

- Investigate energy conservation opportunities, emerging technologies, and operational practices that support sustainability.
- Prepare briefing notes, summaries, and presentations for management review.

Administrative & Project Support:

- Maintain accurate digital records and documentation for project tracking.
- Assist in continuous quality improvement by designing templates, checklists, and progress reports.

QUALIFICATIONS

Education, Training and Experience

- Current student enrolled in environmental science, engineering, sustainability, business analytics, geography, public policy, or a related field.
- • Strong analytical and organizational skills.
- • Proficiency in Microsoft Excel (required); experience with data visualization tools is an asset.
- • Interest in energy efficiency, carbon reduction, waste management, and sustainability practices.

As per the Canada Summer Jobs program, eligibility requirements are:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment** and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Skills and Abilities

- Demonstrated ability to communicate effectively in English both verbally and in writing.
- Demonstrated ability to follow instructions and work independently, while also contributing to team projects.
- Excellent organizational skills.
- Demonstrated ability to organize and utilize resources as provided.

- Self-confident in learning abilities with a willingness to ask questions.

Health & Safety

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

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