

## EnviroCentre Build – Mentee

Job Title: EnviroCentre Build - Mentee  
Pay Range: \$20-24 per hour  
Position type: Full-Time Hourly, 6-month Contract  
Vacancy Status: New position  
Reports to: EnviroCentre Build – Business Manager  
Location: Ottawa, in-person

### About Us

EnviroCentre is an Ottawa-based environmental not-for-profit. We help people and communities reduce their environmental impact through practical programs and services. Our work focuses on home energy efficiency, sustainable transportation, waste and circular economy, and green infrastructure.

EnviroCentre Build provides green retrofit services to homeowners in Ottawa and Eastern Ontario. We also provide trades training and mentorship opportunities for adults facing employment barriers.

We are looking for a Mentee to join our growing team and support residential retrofit projects.

### Job Description

The Mentee is a trainee role for someone who wants to learn new skills. You will get hands-on training in insulation and air sealing work. This work helps make homes more comfortable, more energy efficient, and better for the environment.

You will work with experienced team members who will teach and guide you. You will learn how to use tools safely, follow work steps, and help with home retrofit projects in Ottawa and Eastern Ontario.

This role is meant to help you build skills for future work in the trades, home energy work, and green jobs.

Reporting to the Business Manager, you will be responsible for the following:

### Key Responsibilities

- Take part in training sessions, hands-on work, and learning from experienced team members.

- Learn and follow safety rules, including how to use tools, wear safety gear, and clean up materials safely.
- Help install insulation and air sealing materials with support from your supervisor or mentor.
- Watch and help with home energy tests to learn how they make homes more energy efficient.
- Keep tools, equipment, and work areas clean and organized.
- Take part in meetings with your mentor to talk about your progress and learn new skills.
- Join team meetings or community events that share information about EnviroCentre Build and green jobs.
- Show a positive attitude, be willing to learn, and work well with others.
- Help with other tasks as needed.

## Skills and Experience

- No experience in construction or insulation is needed. We will train you.
- A high school diploma, GED, or similar experience is an asset.
- Interested in construction, home energy work, or helping the environment.
- Able to do physical work, including lifting, bending, and working in small spaces or different temperatures.
- Able to read and understand instructions, safety rules, and simple work documents.
- Can do basic math when needed.
- Reliable, on time, and able to travel to local job sites.
- Willing to learn new skills and work well with others.
- Cares about safety and helping the environment.

## Working Conditions

- We will give you the tools, technology, and support you need to do your job.
- You will work with a team that cares about helping the environment and making a difference in the community.
- This job includes lifting, bending, and carrying items that can weigh up to 50 pounds.
- You will sometimes work in attics, crawl spaces, and basements.
- You will use power tools as part of your work.
- You will often use ladders.
- You may sometimes need to work in the evening or on weekends.

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or

municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experiences. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team, and we are willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed fairly and equitably manner. Information received relating to accommodation measures will be addressed confidentially.

### **How to Apply**

Interested candidates should submit their resume and a cover letter detailing their relevant experience and qualifications.

Application Deadline: August 23, 2026

Anticipated start date: As soon as possible

### **Important:**

Please send your resume and cover letter in one document to [info@envirocentre.ca](mailto:info@envirocentre.ca)

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202617)

Example: Firstname\_Lastname\_EC202617.

Please also put the Reference# EC202617 in the subject line of your email.

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*