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# Business and Policy Analyst

## About Light House

Light House is Canada's first sustainable building centre. Located in beautiful Vancouver British Columbia, Light House serves as BC's go-to location for everything related to green building and is involved with green building projects throughout BC and at all levels – from working with homeowners on renovation projects designed to save water and energy, to assisting large local developers with the documentation necessary to achieve green building ratings such as LEED. In addition, Light House research has helped to shape policy at the local, provincial and national level, while our economic research and market analysis has assisted with industry growth as we have created a physical hub and an information clearing-house for all things related to green building in BC and beyond.

We encourage prospective applicants to visit the Sustainable Building Centre and to check out our website at [www.sustainablebuildingcentre.com](http://www.sustainablebuildingcentre.com).

## The Position

**Light House** is seeking a dynamic individual to take on the role of Business and Policy Analyst to provide economic research, policy development and assist with strategic business development initiatives.

You will be responsible for business development and lead consulting projects related to green building policy, practice and programs. You will have the ability to assess the implications of proposed policy changes and relevant legislation and regulations on the green building sector, and can assess the extent to which policies are achieving their intended goals. You will be comfortable writing detailed analysis and reports related to policies and administrative practices, and be able to advise on policy options and make specific recommendations for changes to policies, practices, and relevant legislation and regulations.

In addition, you will have an aptitude for developing business strategies for industry and elicit, analyze and report on input from relevant groups to evolve business strategy and planning priorities. You will furthermore provide leadership in the development of business services in response to identified needs and assess the impact of policy requirements to inform Light House business development activities. You are well acquainted with the construction and real estate sectors.

## Duties and Responsibilities

1. Managing and coordinating policy development research and projects.
2. Managing and coordinating economic development and industry liaison.
3. Specific programs and projects as directed by the Executive Director
4. Providing strategic liaison for the development and growth of key partnerships with industry organizations, associations and others.
5. Working with the Light House team to create economic development goals.
6. Providing business administration and economic development services through consultation, research and development of proposal calls
7. Support business development and fund raising initiatives as directed by the Executive Director

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8. Participate in education and outreach initiatives as directed by the Executive Director

You are also responsible for nurturing and developing partnerships that will aid Light House in the implementation of programs and technical resources for the building industry related to sustainable building and sustainable community development.

You report to the Executive Director.

## Qualifications

A Master's degree in business, economics, public policy or a related discipline

A minimum of three years' related experience

A broad knowledge of environmental concerns in the building and construction sectors

An ability to synthesize, evaluate and integrate information from multiple sources and provide recommendations for policy formulation

Excellent analytical, research, administrative and consulting abilities

Well-developed communication and report writing skills

Strong public speaking and presentation skills

## How to Apply

Email your resume and cover letter in confidence to:

Helen Goodland, Executive Director

Light House Sustainable Building Centre

2060 Pine Street

Vancouver, BC V6J 4P8

[Helen@sustainablebuildingcentre.com](mailto:Helen@sustainablebuildingcentre.com)

The posting will remain open until the position is filled.

Prospective applicants should note that if they are called to interview they will be asked to prepare and make a 20 minute presentation on the green building industry.

While we truly appreciate all applications, only those selected for interview will be contacted.