

**Posting:** Service Contract – Thermal Insulation Association of Canada (TIAC)

**Position Title:** Technical Initiative and Strategic Relationship Coordinator (contract for services)

**Position Location:** Flexible – from a home office, with frequent travel anticipated

**Reports To:** President/Chair of the TIAC Board of Directors

**Contract Term:** Up to a two-year period, at an average of 40 hours per week, to be re-evaluated at six-month intervals

**Application Deadline:** June 1, 2022

**Background:**

The Thermal Insulation Association of Canada (TIAC) is the national industry association for contractors, distributors and manufacturers of commercial, industrial and institutional thermal insulation, asbestos abatement and firestop.

**TIAC OBJECTIVES**

- To continue to promote and advance the TIAC-endorsed North American Commercial and Industrial Insulation Standards Manual to the industry.
- To further the interests of the members of the Corporation.
- To educate members of the Corporation, permitting the highest possible development of professional skills with respect to insulation in all aspects and through this professional development to continue to merit the confidence of architects, engineers, owners, and/or their agents.
- To obtain, disseminate and exchange full and accurate information among the members regarding all matters pertinent to the advancement of the insulation industry and the improvement of conditions within the industry.
- To promote the conservation of energy through the effective use of insulation.
- To coordinate industry endeavours and represent the membership as the national voice of the insulation industry.

**Nature and Scope:**

TIAC is seeking an experienced, dynamic individual to execute the programs, policies and initiatives set by the Executive/Board of Directors and play a leadership role in managing outreach operations including expanding TIAC's presence, enhancing TIAC's branding and value to the Mechanical Insulation Industry.

The ideal candidate brings:

- Experience in project/program management (association-based is an asset)
- An Engineering and/or mechanical insulation industry background
- Passionate about professional development
- Possess the skills and experience to work effectively with the Board of Directors
- Excels at managing relationships with executives within the strategic alliances throughout the industry and other professional associations
- This contract is for those who are enthusiastic about pursuing opportunities for creating value; recruiting and managing volunteers; enhancing communication and outreach; and, leveraging technology to achieve organizational objectives

**Responsibilities/Duties Include:**

***To Be the “Face” of TIAC***

- Develop an outreach strategy and identify, propose and attend events to increase the exposure of TIAC
- Government lobbying for industry advancement initiatives
- Attend industry events and initiatives where TIAC strategically needs representation and liaise with Section Chairs on required follow-up.

***Member Retention and Recruitment***

- Accurately promote the member benefits to the existing and potential Contractor, Distributor, Manufacturer and Associate members
- Develop offerings to expand member benefits
- Recruit new members under all categories
- Expand membership under Associate category to include Engineering firms, specifiers, related Associations, etc.

***Technical and North American Commercial and Industrial Insulation Standards Manual Committee Initiatives (as approved by the BOD)***

- Prepare technical presentation about mechanical insulation
- Investigate and disseminate information on new products and innovations
- Participation in regulations and specification reviews
- Continue to develop and share best practises
- Participate as TIAC representative on the North American Commercial and Industrial Insulation Standards Manual Committee
- Provide positive and constructive input in identifying and developing plates for installation practices to be included in future editions of the North American Commercial and Industrial Insulation Standards Manual
- Support the development of Canadianized content to be included in future editions of the North American Commercial and Industrial Insulation Standards Manual

***Energy Efficiency Promotion and Outreach***

- Investigate and propose new opportunities to promote the energy efficiency/green side of the insulation industry
- Generating content for distribution via TIAC’s social media platforms and monthly eZINES
- Identification of presentation opportunities including the hosting of Lunch & Learns
- Establishment of a webinar series including the development and recruitment of content/presenters

***Miscellaneous***

- Identify resources and tools required to execute the strategies
- Assist in sponsorship outreach for convention
- Assist in lead generation for TIAC Times articles/content and advertising
- Other projects/initiatives/tasks as assigned by the TIAC Board of Directors

***Reporting***

- Monthly reports to the TIAC Board that include updates on:
  - Project/program/activity status
  - Timetracking breakdown with explanation
  - Expense reporting
- Monthly structured debriefs to the Executive that includes:
  - Five facts
  - Three to five successes
  - What’s working

- What's not working
- Three to five action items
- Three to five insights from past month
- Quarterly reports on the North American Commercial and Industrial Insulation Standards Manual Committee that include:
  - Activity status
  - Committee meeting summaries and future meeting planning

## **Qualifications:**

### ***Education***

- Post-Secondary Education (asset)

### ***Professional Designation***

- P.Eng. (asset)
- Any other related technical designations (asset)

### ***Language Requirements***

- English (essential)
- French (asset)

### ***Skills and Characteristics***

- Market analysis
- Technology and innovation seeker
- Leader
- Strategic thinker
- Adaptable
- Relationship builder
- Effective communicator – oral and written
- Creative/innovative
- Strong planning and organization skills

### ***Experience***

- 2 to 5 years of progressive management experience
- 5+ years of mechanical trade experience

## **Applications:**

Submit resume, covering letter highlighting how you meet the qualifications for this contract for services and salary expectations by email to:

Joey Fabing  
President  
Thermal Insulation Association of Canada  
[info@tiac.ca](mailto:info@tiac.ca)

The Thermal Insulation Association of Canada thanks all applicants for their interest, however, only those selected for an interview will be contacted.