



POSITION: Program Co-ordinator – ICE Network & Energy Efficiency Initiatives

Location: Ottawa

Deadline to apply: Open until filled

Term: Full time

Please send cover letter and resume to: info@indigenoucleanenergy.com

COMPANY BACKGROUND INFORMATION

The Indigenous Clean Energy (ICE) Social Enterprise is a pan-Canadian not-for-profit platform which advances Indigenous inclusion in Canada's clean energy future. ICE's initiative focus on building and supporting Indigenous leadership, and broad-based collaboration with energy companies, utilities, governments, development firms, cleantech innovators, academic sector, and capital markets. ICE is guided by an Indigenous Advisory Council which provides oversight and input to ensure programming brings the maximum amount of benefits for Indigenous peoples.

Our Mission is to stimulate collaboration that facilitates leadership by, and meaningful collaboration with, Indigenous peoples in the transition to a clean energy future.

This drives us towards **our vision** of a collaborative, community-driven clean energy future respects the rights of Indigenous peoples and enriches their communities.

POSITION SUMMARY

Indigenous Clean Energy (ICE) Social Enterprise is seeking a Program Co-ordinator to support the ICE Network and ICE's emerging energy efficiency initiatives. The successful candidate will help bring the ICE Network to life through active engagement of Network members, organizing content, and supporting events. They will also provide research, analysis, and coordination support for ICE's emerging national energy efficiency initiatives. The successful candidate will be comfortable reaching out to partners and contributors and have a strong ability to gather and synthesize information. Travel within Canada may be required.

We are an equity employer and encourage all interested people to apply. However, **First Nations, Inuit or Métis candidates will be given priority**, please self-identify.

RESPONSIBILITIES

Successful candidates will be expected to balance their time between network co-ordination, supporting research and engagement, and other tasks as necessary.

Network co-ordination responsibilities include:

- » Welcoming new members to the Network and ensuring they have the support needed to use the icenet.work platform effectively;
- » Building Network community by supporting members to connect with each other through the icenet.work;
- » Working with ICE Network Director to identify specific content/activities to add and/or develop for the Network;
- » Supporting the CoLab Manager to carry out ICE Network CoLab events;
- » Writing communications to raise awareness of ICE Network activities; and
- » Ensuring proper curation of content on the ICE Network to ensure it remains well organized and easy to use.

Responsibilities related to the energy efficiency initiatives include:

- » Supporting the Project Manager to plan, organize, and carry out research projects;
- » Performing research and data collection including: detailed web research and phone/in-person interviews;
- » Working with the Project Manager to identify trends and key findings from data;
- » Communicating research findings in a visual and written way;
- » Planning and executing collaborative engagement sessions;
- » Coordinating participant involvement in sessions (invitations, registration, ensuring travel is arranged, etc.);
- » Capturing and synthesizing key take-aways and actions from engagements.
- » Travel across Canada may be required.

EDUCATION, EXPERIENCE & SKILLS

- » Previous experience working with First Nation, Métis, and Inuit communities is an asset
- » Experience building and support communities/networks of practice
- » Knowledge and/or experience with energy efficiency initiatives considered an asset
- » Demonstrated team player ready to take initiative within our small team environment
- » Strong interpersonal and communication skills, comfortable reaching out to partners
- » Detail oriented with excellent organizational skills and ability to meet deadlines
- » Excellent computer skills, including Microsoft Office and web tools (knowledge of Adobe Photoshop, Illustrator, and/or InDesign considered an asset but not necessary)
- » Able to travel across Canada for periods of 2 days to a week, if necessary
- » Bilingualism is considered an asset

Along with your resume, please **submit a cover letter** indicating why you are interested in the position and highlighting the key skills you would bring to the role.

The Indigenous Clean Energy Social Enterprise ... catalyzing collaboration.