

# Job Opportunity

## ICE Resources Program Coordinator

<b>Status:</b>	8 to 12-month paid internship
<b>Location:</b>	Remote Position
<b>Apply:</b>	Send CV to <a href="mailto:resources@indigenoucleanenergy.com">resources@indigenoucleanenergy.com</a>
<b>Closing Date:</b>	Open until filled

### ABOUT INDIGENOUS CLEAN ENERGY

The Indigenous Clean Energy (ICE) Social Enterprise is a pan-Canadian not-for-profit platform which advances Indigenous inclusion in Canada's energy futures economy through Indigenous leadership, and broad-based collaboration with energy companies, utilities, governments, development firms, cleantech innovators, academic sector, and capital markets.

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 that respects the rights of Indigenous Peoples and enriches their communities.



## POSITION SUMMARY

The Indigenous Clean Energy (ICE) Social Enterprise is the lead capacity-building institution providing training and support resources to energy champions and their communities participating in its programs. ICE is seeking a Program Coordinator to support the diverse support services for the ICE Resources team. The Program Coordinator will support the development of tools and resources, lead the management of digital resource assets, and play an important role in coordinating the orientation of new contacts to ICE Resources, with the ICE Resources Program Manager.

## RESPONSIBILITIES

- » Support the creation of templates for tools and resources
- » Support the development of posts for the communications team about tools and resources
- » Support the production of capacity-building webinars which take place during the internship
- » Support the maintenance of the ICE Resource database

## EDUCATION, EXPERIENCE & SKILLS

- » Strong interpersonal skills and ability to cultivate, develop and manage good working relationships;
- » Excellent organizational skills and ability to meet deadlines;
- » Excellent computer skills, including Microsoft Office, and web tools;
- » Previous experience working with First Nation, Métis and Inuit communities would be an asset;
- » Bilingualism will be considered an asset.

## ATTRIBUTES

- » Resourceful, dependable and creative;
- » Able to take initiative and work with minimal supervision in a small office environment/remote;
- » Very strong communicator;
- » Detail oriented;
- » Excellent time management, organization and prioritization skills;
- » Flexibility to work extended hours on occasion.

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.**

We thank all those who apply however, only those considered for an interview will be contacted