

# ICE Program Assistant – Bringing It Home

Published 06-May-21 by [Sydney Vandale](#)

## POSITION: ICE Program Assistant – Bringing It Home

**Location:** Remote work with occasional travel to the National Capital Region, Vancouver, BC, and other areas in Canada as required (Post Covid).

**Please send Cover Letter and CV to:** [info@indigenoucleanenergy.com](mailto:info@indigenoucleanenergy.com)

**Deadline to apply:** May 19, 2021

**Position Term:** May 31, 2021 – Aug 31, 2021

## POSITION SUMMARY

Indigenous Clean Energy (ICE) Social Enterprise is seeking a full-time co-op student as a Program Assistant to support the Bringing It Home Initiative. Bringing It Home is focused finding pathways for community wide energy efficiency projects. We are doing this by supporting the development of enabling environments that promote 'Healthy Energy Living' through homes that **a) last longer, b) are more durable and environmentally friendly, and c) are cheaper to operate over the short and longer term.**

Working alongside the Bringing It Home Director, the Program Assistant will support the initiative by developing tools and resources, coordinating meetings, and carrying out research, amongst other duties. Bringing It Home is a national initiative that will have significant outcomes for First Nations, Métis, and Inuit communities across the country.

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. Travel within Canada may be required. Compensation commensurate with experience.

## RESPONSIBILITIES

- Support the development of tools, resources, and templates for Bringing It Home;
- Support the growth of an online community related to Bringing It Home;
- Contribute to a resource library for Bringing It Home participants and interested parties;

- Support for the delivery of program events;
- Coordination of meetings;
- Research for program content development
- Use and promotion of the ICE Network;
- Outreach and communications with Indigenous communities;
- Other duties as required.

## **EDUCATION, EXPERIENCE & SKILLS**

- Strong interpersonal skills and ability to cultivate, develop and manage good working relationships;
- Experience developing guides, tools, and/or resources;
- 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 initiatives and work with minimal supervision in a small office environment/remote;
- Very strong communicator;
- Detail oriented; and
- Excellent time management, organization and prioritization skills.

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

The ICE Social Enterprise is guided by an Indigenous Board of Directors and Advisory Council which provides oversight and input to ensure programming brings the maximum amount of benefits for Indigenous peoples.