

# Program Coordinator & Research Assistant – Global Hub

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## **POSITION: Program Coordinator & Research Assistant – Global Hub**

**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**

The ICE Management Team is currently seeking a determined, passionate and hard-working person to support our *Global Hub*. Applicants for the Global Hub Program Coordinator & Research Assistant must meet eligibility requirements for the position, driven to develop or enhance their skills and knowledge in clean energy and gain non-profit experience.

The *Global Hub Intern* will support the Program Manager with research of the global status of clean energy microgrids in Indigenous, Island & Coastal and Unelectrified communities, logistics and coordination for virtual and in-person (if possible) events, management and updates of our online forum, and outreach and expansion of our global network. This is a pivotal role in supporting the organization's inner functionality. The successful candidate will be a master multi-tasker and play a key role in supporting the team with administrative duties, as well as research and program planning.

This includes supporting developing tools and resources, carrying out research to support initiatives, and building a meaningful relationship with Indigenous communities nationally and globally.

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**

- Input into the development of tools and resources for program use;
- Coordination and execution of program deliverables according to program plan and timeline;
- Coordination of meetings;
- Research for program content development
- Use and promotion of the ICE Network;
- Outreach and communications with Indigenous communities and global contacts;
- Strengthening relationships with existing program participants;
- Other duties as required.

### **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 initiatives 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.

## **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.

