

Summer Student - Program Coordinator/Research Assistant

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

Summer Student - Program Coordinator

Reports to: Generation Power Program Manager

Status: Full-time

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

How to apply: Please submit a resume and cover letter to info@indigenoucleanenergy.com. For any questions or concerns, please contact Imoura@indigenoucleanenergy.com

Closing Date: Friday, May 19th, 2021 at 5pm PST

Position Start Date: Monday, May 31st, 2021

POSITION SUMMARY

We are seeking a highly self-motivated and autonomous team member to assist in the development and delivery of the Generation Power Program. This individual will be expected to assist in a range of areas including: program development coordination, outreach, program delivery, communications, and mentor relations as the Program Coordinator. This position requires an individual who has an appetite for taking initiative to get things done and can work independently. Candidates for this position should have exceptional interpersonal and writing skills and be comfortable working in a fast-paced environment.

SCOPE

The Indigenous Clean Energy (ICE) Social Enterprise is exploring the potential to leverage its existing capabilities and expertise in capacity-building to develop an Indigenous youth training and careers program for the clean energy sector. The program will be an essential piece of the clean energy landscape in Canada that nurtures the leadership potential of both Indigenous youth and energy employers to advance a sustainable and equitable energy future. Our innovative program, developed by Indigenous youth for Indigenous youth, will employ a holistic, strength-based approach that supports both Indigenous learners and energy sectors employers.

RESPONSIBILITIES

- Coordinate and execute program deliverables according to program plan and timeline;
- Create and maintain comprehensive program documentation, plans, and reports;
- Preparation of program materials and facilitation guides;
- Build relationships with potential youth applicants for the program;
- Present the program to potential partners and participants;
- Produce valuable and engaging content for the program website, blogs, and print marketing;
- Assist in web design and logistics to integrate with the ICE Network;
- Determine best places to market and advertise the program;
- Liaise with Indigenous communities, organizations, key partners, industry associations, private corporations, and clean energy proponents;
- Coordination of program participant selection processes and onboarding activities/materials;
- Coordination and scheduling of project-related skills training sessions and webinars;
- Preparation of clean energy project related templates, educational resources, and documents;
- Coordinate program participants and ensure they have resources necessary to be successful in the program;

SKILLS & QUALIFICATIONS

- Strong interpersonal skills and ability to cultivate, develop and manage good working relationships;
- Ability to work as part of a team in a dynamic fast-paced environment;
- Comfortable liaising with different stakeholders, including individuals in senior positions in communities and/or organizations;
- Fluency in English is essential. Bilingualism is an asset;
- Excellent organizational skills and ability to meet deadlines;
- Possesses excellent communication skills, both written and verbal;
- Self-motivated and driven to produce quality results;
- Comfortable coordinating multiple moving projects;
- Strong interest in community building and inspiring interest in clean energy;
- Previous experience working in youth empowerment and/or youth engagement is an asset;
- Previous experience working with First Nation, Métis, and Inuit communities would be an asset;
- Experience with computer programs and applications including Microsoft Office, SharePoint, Microsoft Teams, and Asana;

**Please note if you are interested in the coordinator position but do not yet feel you have the skills required we welcome your application. We are willing to train and provide professional development for the right candidate.*

Applicants for the Generation Power Program Coordinator must meet eligibility requirements for the position.

- Be a Canadian citizen, permanent resident or a person to whom refugee status has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial and territorial legislation and regulations.

Indigenous Clean Energy is an equal opportunity employer. However, First Nations, Inuit or Métis candidates will be given priority. Please self-identify.