

# Manager of Sustainable Transportation

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## Manager of Sustainable Transportation

**Term:** 16 months (with possibility of extension)

**Location:** Remote (Office option in Ottawa)

**Compensation:** Based on experience

**Closing Date:** August 20th, 2021

**Please send cover letter and resume to:** [info@indigenoucleanenergy.com](mailto:info@indigenoucleanenergy.com)

## POSITION SUMMARY

Indigenous Clean Energy (ICE) Social Enterprise is seeking a full-time manager to help us grow the impact of our programming. The manager will split their time, spending approximately 60% of it leading our work related to electric vehicles and sustainable transportation. Specifically, this role will be responsible for developing and delivering an initiative that sees electric vehicle charging stations installed in Indigenous communities across Canada (funded through NRCan's Zero Emission Vehicle Infrastructure Program). The other 40% of their time will be spent supporting ICE's Bringing It Home initiative. Specifically, they will be supporting work related to financing energy efficiency projects and linking health and efficiency outcomes.

This role will include designing and executing an outreach strategy, coordination information and training sessions, creating and administering contracts, supporting communities in project implementation, and completing project reporting. This work will be undertaken with the support of the Director of Programs, Communications Manager, and others as needed.

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 will be commensurate with experience.

If working remotely, the candidate must ensure they have reliable internet access for video calls and cloud-based collaboration.

## RESPONSIBILITIES

- Defining project timelines, workplans, and budgets.
- Collaborating with Communications Manager to develop and implement an outreach and promotion strategy.
- Interviewing, assessing, and recommending project applicants.
- Delivering program info sessions and training workshops.
- Completing reporting as required.
- Developing tools and resources as needed for sustainable transportation and energy efficiency.
- Sharing results and success stories through the ICE Network.
- Supporting other ICE Programs as needed.

## SKILLS & QUALIFICATIONS

- Strong interpersonal skills and ability to cultivate, develop and manage good working relationships.
- Excellent organizational skills and ability to meet deadlines.
- Demonstrated experience delivering capacity building and/or funding programs.
- Previous experience working with First Nation, Métis and Inuit communities.
- Working understanding of electric vehicles and related infrastructure and/or energy efficiency, is an asset.
- Excellent computer skills, including Microsoft Office, and web tools.
- Bilingualism will be considered an asset.

## ATTRIBUTES

- Strong willingness to learn and ask question.
- Very strong communicator who is comfortable working in a remote environment.
- Able to take initiative and work with minimal supervision.
- Excellent time management, organization and prioritization skills.

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

***The ICE Social Enterprise is guided by an Indigenous Advisory Council which provides***

***oversight and input to ensure programming brings the maximum benefits for Indigenous peoples.***