



POSITION: Administration Co-ordinator

Location: Ottawa

Please send cv to: info@indigenoucleanenergy.com

Deadline to apply: Open until filled

COMPANY BACKGROUND INFORMATION

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 respects the rights of Indigenous peoples and enriches their communities.

POSITION SUMMARY

Indigenous Clean Energy (ICE) Social Enterprise is seeking a full-time Administration Co-ordinator. The successful candidate will be a master multi-tasker and play a key role in supporting the team with administrative duties.

Based in Ottawa, Ontario the successful candidate will have a background in administration. The Administration Co-ordinator will manage the organization's day-to-day administrative needs.

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

- » Perform administrative duties including data entry, scheduling, incoming and outgoing mail, office supply management and vendor liaison;
- » Answering phones, taking memos, maintaining filing system and greeting guests;
- » Co-ordinate meetings with stakeholders including Advisory Committee meetings;
- » Manage website and all social media accounts;
- » Communicate relevant information to team members;
- » 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;
- » 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 Advisory Council which provides oversight and input to ensure programming brings the maximum amount of benefits for Indigenous peoples.