



POSITION: Communications & Logistics Co-ordinator, 20/20 Catalysts Program

Location: Ottawa

Please send cv to: info@indigenouscleanenergy.com

Deadline to apply: Friday September 20, 2019

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.

Indigenous Clean Energy also leads a program called the 20/20 Catalysts Program – an Indigenous clean energy capacity-building program facilitated by Indigenous leaders, and clean energy mentors across Canada - a collaborative platform building Indigenous capacity in the clean energy sector.

POSITION SUMMARY

Indigenous Clean Energy (ICE) Social Enterprise is seeking a full-time, permanent Communications & Logistics Co-ordinator, 20/20 Catalysts Program. We are looking for a highly organized team member that will be responsible for coordinating communication collateral and all on-site logistics for the 20/20 Catalysts Program. This individual will work closely with the Community Outreach & Program Manager on a range of activities including: creating communications collateral, co-ordinating social media platforms, updating the website, media outreach and on-site logistics of the 20/20 Catalysts Program.

Based in Ottawa, Ontario the successful candidate will have a background in communications. This position requires an individual who takes initiative to get things done and can work independently. Candidates for this position should have exceptional interpersonal skills and be comfortable in a fast-paced environment.

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 is required. Compensation commensurate with experience.

RESPONSIBILITIES

- » Determine best places to market and advertise the program;
- » Create and distribute creative materials;
- » On-going communications with participants, venues and vendors;
- » On-site event planning, design and production, managing all project delivery elements within timelines;
- » Book travel, organize facilities and manage all event details such as setup, catering, entertainment, transportation, locations, and on-site equipment;
- » Assist with participant onboarding;
- » Proactively handle any emerging problems on event days.

EDUCATION, EXPERIENCE & SKILLS

- » Excellent communication skills – particularly the ability to effectively engage, coordinate, and be responsive to participants and clients across Canada;
- » Fully fluent in English (oral and written), and preferably with conversation French language capacity;
- » Well-organized, proactive and detail oriented. Selected individual should be able to self-manage and work as part of a team in a dynamic fast-paced environment;
- » Proven experience as an event or logistics planner or organizer;
- » 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.

ATTRIBUTES

- » Resourceful, dependable and creative;
- » Able to take initiatives and work with minimal supervision in a small office environment;
- » Very strong communicator and detail oriented;
- » Ability to lift heavy objects up to 50 pounds with or without reasonable accommodation;
- » 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.