



Program Coordinator – Bringing It Home

Location: Ottawa

Please send cover letter and resume to: Ian Scholten, ischolten@indigenouscleanenergy.com

Deadline to apply: January 31st, 2020

COMPANY BACKGROUND

The Indigenous Clean Energy Social Enterprise (ICE) 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.

ABOUT BRINGING IT HOME

Bringing It Home is a major new initiative launched by ICE last year. This initiative is focused on fundamentally transforming the quality of homes and infrastructure in Indigenous communities. Bringing It Home is focused on fostering enabling environments that promote 'Healthy Energy Living' through homes that are **a) last longer, b) are more durable and environmentally friendly, and c) are cheaper to operate over the short and longer term**. This is a holistic structure for building energy efficient new homes and infrastructure and implementing major retrofits. In establishing the enabling environment communities unlock major financing capital to support energy efficiency projects at scale.

Bringing It Home is a national initiative that will have significant outcomes for First Nations, Métis, and Inuit communities across the country. The initiative will work initially with six Guide Communities and will involve significant collaboration with other Indigenous communities and organizations.

For more background on Bringing It Home, please read the [Bringing It Home summary](#).

POSITION SUMMARY

Indigenous Clean Energy (ICE) Social Enterprise is seeking a full-time Program Coordinator to support the Bringing It Home initiative. The Program Coordinator will play a **major role** in this initiative, working alongside the initiative Director and the six Guide Communities to deliver on the implementation plan. This includes supporting developing tools and resources, carrying out research to support the initiative, and building a meaningful relationship through site-visits and more with Guide Communities, amongst other duties.

This is a full-time, long term position with **strong potential for growth** within the initiative and ICE.

This position will be based in Ottawa and will include travel to Indigenous communities across Canada.

Prospective applicants are encouraged to read the detailed summary of Bringing It Home ([available here](#)) **before** applying to position.

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. Compensation will be based on level of experience.

RESPONSIBILITIES

- » Travel to two Guide Communities to complete workshops and a foundational assessment through meetings with a range of community members and leadership.
- » Coordinate meetings (including travel) with Bringing It Home team members (Guide Communities and experts);
- » Communicate initiative outcomes and successes clearly and creatively;
- » Research and develop case studies of promising practices related to Indigenous energy efficiency;
- » Support the development of tools, resources, and templates for Bringing It Home;
- » Support the growth of an online community related to Bringing It Home;
- » Curate a resource library for Bringing It Home participants and interested parties; and
- » Other duties as required.

EXPERIENCE & SKILLS

- » Demonstrated experience coordinating long-term projects;
- » Previous experience working with Indigenous communities;
- » Knowledge of First Nations, Métis and/or Inuit housing/facility realities will be considered an asset;

- » Understanding of and/in interest in improving energy efficiency in Indigenous communities;
- » Effectively able to carry out research and synthesize information;
- » Strong interpersonal skills and ability to cultivate, develop and manage good working relationships;
- » Effective organizational skills and ability to meet deadlines;
- » Excellent computer skills, including Microsoft Office, and web tools;
- » Bilingualism will be considered an asset.

ATTRIBUTES

- » Resourceful, dependable and creative;
- » Able to take initiative and work with minimal supervision in a small office environment;
- » Very strong communicator;
- » Detail oriented.

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.