

Job Opportunity

20/20 Catalysts Program Coordinator

Status:	Full Time
Location:	Remote Position
Apply:	Apply on the ICE website
Closing Date:	November 20, 2022

ABOUT INDIGENOUS CLEAN ENERGY

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 that respects the rights of Indigenous Peoples and enriches their communities.



POSITION SUMMARY

The [20/20 Catalysts Program](#) is an Indigenous clean energy capacity-building program facilitated by Indigenous leaders, and clean energy practitioners across Canada. The interactive three-month program will run May- July 2023.

The 20/20 Catalysts team is looking for a highly organized program coordinator that will assist with the coordination of on-site logistics and communications for the 20/20 Catalysts Program. This individual will work closely with the 20/20 Catalysts Program Manager and will be expected to assist in the following key areas:

- » On-Site Logistics for three week-long intensive sessions
- » Communications and Marketing

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 skills, and be comfortable working 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 and internationally may be required. Compensation commensurate with experience.

RESPONSIBILITIES

- » Coordinate and execute program deliverables according to program plan and timeline;
- » Create and maintain comprehensive program documentation, plans, and reports;
- » Assist with the preparation of program materials and facilitation guides;
- » Assist in the activities, planning and logistics coordination of in-person gatherings;
- » Assist in the development and delivery of a communications and marketing plan;
- » Act as a point of contact for media relations
- » Produce valuable and engaging content for the program website, blogs, and print marketing;
- » Organize facilities and manage event details such as setup, catering, entertainment, transportation, location, invitee lists, special guests, and on-site equipment.
- » Work with a travel agency to book travel for program staff, participants, and mentors.

EDUCATION, EXPERIENCE & SKILLS

- » 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;
- » Experience in coordinating programs, logistics or organizer;
- » Possess excellent communication skills, both written and verbal;
- » Self-motivated and driven to produce quality results;
- » Ability to work as part of a team in a dynamic fast-paced environment;
- » 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;
- » Fluency in English is essential. Bilingualism is a strong asset;
- » Strong interest in community building and inspiring interest in clean energy;
- » Previous experience in project planning and development is an asset;
- » Previous experience working with First Nation, Métis, and Inuit communities is an asset;
- » Experience with computer programs and applications including Microsoft Office, Microsoft Teams, SharePoint, and Asana;
- » Comfortable coordinating multiple moving projects.

ATTRIBUTES

- » Resourceful, dependable and creative;
- » Able to take initiatives and work with minimal supervision in a small office environment/remote;
- » Very strong communicator;
- » Detail oriented;
- » Excellent time management, organization and prioritization skills;
- » Flexibility to work extended hours on occasion.

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We thank all those who apply however, only those considered for an interview will be contacted