

Job Opportunity

Generation Power Program Coordinator

Status:	Full Time
Location:	Remote
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 Generation Power Program Coordinator will assist in a range of areas including but not limited to: program coordination, outreach, program delivery, communications and partnerships. They will communicate with internal and external partners to ensure a smooth delivery of the program elements. They will update and organize participant information, implement policies and practices and assure that youth participants are receiving programmatic support. The program coordinator is responsible for completing day-to-day tasks and communications on a timeline determined by the program co-managers.

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.**

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

RESPONSIBILITIES

» Youth Coordination

- Send updates and relevant documents to the cohort, facilitators, and conduct follow-ups via email, phone and ICE Network.
- Store information, contracts and documents received from youth, employers and facilitators in Sharepoint.
- Gathering Mentee Forms & Mentor information.
- Gathering demographics & other information, updating Categorizing Framework
- Sending Finance and Admin relevant information and requests for stipend and wrap-around support.
- Track learner stipend and wrap-around support.
- Send event reminders (calendar invitations), event prep (provide info to facilitators), event follow-up (offer thanks, respond to questions, gather feedback)
- Track attendance and module completion.
- Respond to inquiries about the program and its elements.
- Connect youth with their coaches and employer matches.
- Prepare mentee summaries.
- Continued evaluation, development, and updates to curriculum.

» Employer Coordination

- Administer wage subsidy, draft contracts and collect relevant information.
- Gathering demographics & other information, updating Categorizing Framework
- Event reminders (calendar invitations), event prep (provide info to facilitators), event follow up (offer thanks, respond to questions, gather feedback).
- Track attendance and module completion.
- Respond to inquiries about the program and its elements.

» **Logistics**

- Research locations, venues, activities, partners, local clean energy projects for the annual on site event.
- Collaborate with travel agent to support booking flights, transportation & accommodation.
- Confirm facilitators and develop session outlines.
- Develop and update the schedule and agenda.
- Update policies and procedures as needed.
- Secure facilitators, collect relevant information.
- Share camp information and updates with the youth and employer cohorts, ICE Staff, mentors and facilitators.
- Send Finance dept. financial information and requests for contract fulfilment, honoraria.

EDUCATION, EXPERIENCE & SKILLS

- One year of experience in program coordination or administration.
- Strong computer skills and proficiency in Microsoft Office suite.
- Highly organized and self-motivated.
- Ability to multi-task.
- Detail-oriented.
- Excellent written and verbal communication skills.
- Ability to work as part of a team in a dynamic and fast-paced environment.
- Fluency in English is essential. Bilingualism is an asset.
- Education and/or experience in clean energy is an asset.
- Former experience working with First Nation, Métis and/or Inuit communities is an asset.
- Former experience working with youth empowerment and/or youth engagement is an asset.

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.