

Job Opportunity

ICE Mentorship Coordinator

Status:	Full time/ 24 Month Contract.
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 ICE Mentorship Coordinator will report to the Program Manager. Their role is split between IODI and other programs at ICE. The focus of the contributions of this team member is the dedicated recruitment, training, and administration of mentors for IODI program participants. Unlike mentors for other program participants, the skills and support required for IODI Champions is both greater in demand for the volume of work that they are undertaking and also more specialized for the unique challenges and opportunities faced by remote communities.

This position is remote, full-time permanent, involving minimal travel.

RESPONSIBILITIES

- » Weekly team meetings with the Mentorship and Resources teams
- » Administration of Mentorship contracts and associated financial administration
- » Creation and delivery of quarterly ICE Mentorship Update communications
- » Coordinate regular check-ins for active mentors engaged in mentorship with ICE Program participants, as well as with other ICE programs which use mentorship services
- » Management of the mentorship feedback process and analysis of submissions
- » Support the Program Manager in the matching and recruitment of mentors for ICE Programs

EDUCATION, EXPERIENCE & SKILLS

- » Relationship-building and communication experiences with Indigenous collaborators, government stakeholders, commercial partners, funders, or other relevant parties.
- » Excellent time management and organizational skills.
- » Experience coordinating schedules and meetings and taking organized minutes
- » Writing and proof-reading written content from others
- » Fluency in English is required, any additional language capacity would be 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.

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

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