

Job Opportunity

IODI Project Manager

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 Indigenous Off-Diesel Initiative (IODI) is an Impact Canada Initiative aimed at generating new opportunities through clean energy and energy efficiency projects in remote Indigenous communities. It supports Energy Champions and their communities with clean energy training, access to expertise and financial resources to develop and implement an ambitious plan to reduce diesel use for heat and power. ICE is a partner with National Resources Canada (NRCan) in delivering this program, which is now entering its second cohort, leading on capacity building and programmatic delivery and support with each of the participant communities.

The IODI Project Manager (PM) will be the main point of contact for all IODI program participants for day-to-day matters. The PM will be responsible for building and maintaining strong relationships with each Champion and their project teams to ensure that their needs are identified and fully supported by the program offerings and supplementary support from ICE. The PM will be under the direct management of the Managing Director and work in collaboration with the Program Manager, with support from the IODI and Resources Coordinator.

This role is a remote position, full-time, and will involve 2-4 weeks of travel per year. The role will be on a 24-month contractual basis running from April 2023-March 2025 with the possibility of extension at that time.

RESPONSIBILITIES

- » Meeting with each IODI project lead regularly for progress updates and to identify and deliver support and advice
- » Reviewing and providing feedback on program materials developed by IODI leads
- » Identifying and coordinating supports for IODI communities
- » Report back to the IODI team weekly with updates from each community and delegate support requests as needed
- » Attendance at regular update meetings with program funders
- » Maintaining regular updates to the program database on Asana
- » Input and planning with the IODI team during weekly meetings
- » Possibility of domestic travel to IODI community destinations

EDUCATION, EXPERIENCE & SKILLS

- » Strong relationship-building and communication experiences with Indigenous collaborators, government stakeholders, commercial partners, funders, or other relevant parties.
- » Minimum 5 years of direct project development experience with clean energy project development in rural and remote communities.
- » Minimum 3 years experience working with Indigenous communities, governments, or organizations.
- » Strong understanding and support for Indigenous community-led projects.
- » Excellent time management and organizational skills.
- » Experience with Asana, or other task-tracking and workflow management software
- » Experience working in a community setting to support and facilitate community engagement activities with the support of the ICE IODI team.
- » 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