

Job Opportunity

IODI + Resources Coordinator

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| Status: | Full Time |
| Location: | Ottawa, ON. Occasional Remote work available. |
| 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 Coordinator will report to the IODI Program Manager and support the IODI Project Manager. The role is primarily to support the current participants of the IODI program with ongoing coordination and follow-up tasks that are expected to arise from regular program activities. The coordinator will play a key role in developing program communication materials, including webinars, newsletter updates, and program update emails. The role also involves managing the catalog of ICE curriculum and coordinating the delivery, creation, and management of resources to serve the IODI program at ICE. This role will also involve researching funding opportunities for new curriculum content which is directly relevant to the creation of new content for remote communities.

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

RESPONSIBILITIES

- » Meet with IODI team weekly for assignment of tasks from the Program and Project Managers
- » Creation of content for ICE Newsletters and IODI Champion Update emails (based on discussions with the IODI team in weekly meetings)
- » Administration of expenses for the IODI Project Manager
- » Coordination of regular meetings between the PM and each IODI Champion every 2-4 weeks
- » Posting content and updating files on the ICE Network relating to the IODI Program
- » Support the creation, planning and delivery of IODI webinars
- » Support the creation and production of new ICE resources and cataloging of existing resources

EDUCATION, EXPERIENCE & SKILLS

- » Hold at least an undergraduate degree in energy/environmental science, engineering, or science. Other fields (e.g. social sciences, political science) will also be considered
- » Be able to conduct quantitative and qualitative technical research in energy and environment policy
- » Have a good knowledge of electricity, heat, and renewable energy systems and technologies
- » Have excellent Excel skills in quantification, data compilation, analysis, organizing large amounts of data
- » Have excellent organizational and information collection skills: the ability to synthesis a lot of data, ensure completeness of data, sort out data discrepancies and estimate data gaps based on known high-quality data.
- » Based on the successful candidate's interest areas and backgrounds, more specific work areas could include:
 - Forecasting and developing scenarios of clean energy technology deployment and associated reduction of diesel use and greenhouse gas emissions
 - Examining clean energy policies (federal, provincial, territorial) that would support the acceleration of clean energy project development and Indigenous-led projects in remote communities
 - Further analysis and quantification of diesel and energy subsidies applied to remote community diesel operation

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