

STUDENT
ENERGY

ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION

Student Energy is a global charity building the next generation of energy leaders. We are a hard-working, fast paced team devoted to youth empowerment in the world of energy. Our team punches above its weight to develop innovative programs, meaningful international partnerships, and serve our community of young energy changemakers. Check out our [theory of change](#) to see what we do and why.

Student Energy is looking to hire a fixed term, full-time (40 hours per week for 6 months) Administrative Assistant to help with Salesforce CRM administration, ongoing bookkeeping tasks and assist with other projects as needed.

Reporting to the Project Manager, the Assistant will work with Student Energy in the following ways:

- Organizing Student Energy's professional, student, and organizational contacts using Salesforce.
- Assist with the implementation of Student Energy's data strategy, including data privacy and strategic data initiatives.
- Researching and implementing strategies to utilize Salesforce in creative ways to engage Student Energy's network.
- Completing monthly bookkeeping tasks including filling out expense reports, organizing invoices and statements.
- Assist with administrative tasks including drafting correspondence and other documents.
- Other tasks as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Experience with and enthusiasm for working with Salesforce CRM
- Experience working with Excel
- Interest in energy and sustainable energy systems
- Detail-oriented and highly organized
- Self-motivated and driven to produce quality results
- Must be an independent worker as the job will be remote
- Must be eager to learn new skills, and ready to take on whatever comes next
- The successful applicant must have access to a computer as one will not be provided

Applicants must meet the following funding eligibility:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment

COMPENSATION AND TERM

The Assistant will receive \$16-18/hour CAD depending on experience, and work full-time up to 40 hours per week between September 1, 2020 and March 1, 2021. Applications must be submitted by 11:59pm PT on August 23, 2020 through [this form](#).