

STUDENT
ENERGY

INTERNAL SYSTEMS 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) Systems Assistant to help coordinate our project management system and both financial and team operations.

As a rapidly growing organization, we are exploring new innovative ways to deliver on our programming effectively and efficiently as possible. This role will be critical to helping keep track of our moving pieces, building resources needed to support our systems, and keeping the organization running smoothly. If you're someone who enjoys organizing projects, using Excel sheets, taking care of details, making the perfect plan—and then colour coding it! —we want you on our team.

Reporting to the Data and Operations Manager, the Assistant will work with Student Energy in the following ways:

- Help improve and maintain our project management system (Asana), by building project plans and team templates, analyzing team use and finding new ways to track our work and save time, help set conventions to guide use, and act as a team resource for all things Asana
- Assist with contract management, including invoicing, monitoring funding contract reporting timelines, and wage funding administration
- Complete regular financial tasks such as updating finance registers and cash flow, documenting receipts and invoices, and managing our expense system
- Help streamline all of Student Energy's systems with an eye to integrations, automations, and improved processes
- Assist with data management and Salesforce CRM administration as needed
- Assist with administrative tasks as needed
- Other tasks as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Detail-oriented and highly organized
- Experience working with Excel
- Experience working in operations or finance administration
- Experience using Asana or project management tools
- Self-motivated and driven to produce quality results
- Interest in energy and sustainable energy systems
- 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
- Experience with and enthusiasm for working with Salesforce CRM is an asset

**Note: If you do not feel like you qualify, but you are interested in the position and are willing to learn please apply. We are interested in a diverse team and willing to train the right person. Explain why you want the position and why you think you should be considered in your cover letter.*

This position is contingent on wage funding for the role. 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
- Be legally able to work in Canada according to relevant laws and regulations of the province of territory of residence
- Not currently enrolled as a full-time student in a post-secondary institution
- Currently unemployed or underemployed

COMPENSATION AND TERM The Assistant will receive \$18/hour, and work full-time up to 40 hours per week between November 3, 2020 and April 30, 2021.

We are currently working in a remote work environment during COVID-19. While we have office spaces in Vancouver and Toronto, you may work from anywhere in Canada.