

# STUDENT ENERGY

## ALUMNI NETWORK COORDINATOR

### 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 full-time fixed term (40 hours per week) Alumni Network Coordinator to help grow our [Alumni Network](#). The Alumni Network connects alumni of Student Energy programs to one another, to opportunities in their regions, and with Student Energy globally.

Reporting to the Director of Global Youth Engagement, the Alumni Network Coordinator will work with Student Energy in the following ways:

- Manage the development and recruitment of Student Energy alumni for regional committees.
- Create onboarding materials for regional committees.
- Act as the point person between regional committees and Student Energy HQ.
- Manage and develop an ongoing coaching and mentoring program for Student Energy alumni.
- Work with our Systems team to develop and maintain a database of Student Energy Alumni.
- Manage and develop a suite of programming for the Alumni Changemakers Space, including panels, job explainers, alumni spotlights, and more.
- Other tasks as assigned.

### REQUIREMENTS

The ideal candidate will possess the following qualities:

- Passionate about energy and sustainable energy systems
- Understanding of career paths in the energy industry
- Detail-oriented and highly organized
- Ability to work collaboratively with a team to achieve a common goal
- Must be eager to learn new skills, and ready to take on whatever comes next
- Desire to build or improve upon leadership skills
- Interest in digital convening and community building
- Creative, go-getter with a natural curiosity
- Strong writer with a mastery of the English language and grammar
- Self-motivated and driven to produce quality results
- Must be an independent worker the position may be remote due to COVID-19
- The successful applicant must have access to a computer as one will not be provided

### Assets:

- Previous Student Energy Program experience
- Youth and public engagement experience
- Project management experience
- Ability to speak multiple languages is a strong asset

### **COMPENSATION, TERM, LOCATION**

The Alumni Network Coordinator initial term will be 8 months, starting between March 15 and April 1, 2021, and ending December 31, 2021. With the possibility of contract extension for the right candidate.

If you are a current student, graduating in the spring, there may be a possibility of part-time work through the end of the semester with a transition to full-time employment after the semester ends.

Student Energy offers compensation at competitive non-profit rates, and this can be discussed in an interview setting.

Location is flexible for this position as Student Energy has transitioned to a virtual work environment.