

STUDENT ENERGY

ENERGY EDUCATION PROJECT 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) Energy Education Project Coordinator to support the development of a new program, the Energy Transition Training Program (ETTP). The ETTP course is an online web-based program aimed at young people aged 18-30 who are eager to enter careers in cleantech innovation, energy analysis, and modeling, research and development, energy efficiency, and all other sectors related to the sustainable energy transition. The Energy Education Project Coordinator will lead **the project management** of this program, delegating tasks to the projects team, working on curriculum development with energy experts and other stakeholders, digital content creation and editing, and conducting digital outreach. Once the program is launched, the coordinator will ideally transition into a role as the lead coach working with students on the content.

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

- Lead a process of gap analysis and stakeholder consultation to aid in the curriculum development for the course
- Lead on Project Management and delegation of tasks amongst the ETTP team
- Lead the content development process for the program
- Manage and maintain the tracking pipeline of all stakeholders engaged in the ETTP course
- Vet program content with energy companies and potential employers, ensure content allows participants to develop energy careers
- Work directly with the pilot program participants, alongside the ETTP Consultant to steward participants through the course
- Other tasks as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Knowledgeable about energy and sustainable energy systems
- Experience working in the energy industry with a company, government or non-profit organization
- Detail-oriented and highly organized
- Ability to manage many moving parts of a project
- 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
- An incredible 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
- The successful applicant must have access to a computer as one will not be provided

Assets:

- Demonstrated experience in communicating energy issues to diverse audiences
- Youth and public engagement experience
- Experience developing program content or resource documents
- Experience with energy analysis in policy, economics, data, and/or modeling
- Project management experience
- Ability to speak multiple languages is a strong asset

COMPENSATION AND TERM

The Energy Education Project Coordinator term will be 8 months, starting between March 15 and April 1, 2021, and ending December 31, 2021. With the possibility of a 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.