

STUDENT
ENERGY

SPACE FOR YOUTH COORDINATOR OR ASSOCIATE

PARTNERSHIPS PORTFOLIO, STUDENT ENERGY

FULL-TIME CONTRACT TO DECEMBER 31, 2021 (WITH POSSIBILITY TO EXTEND)

PLEASE NOTE:

Student Energy is currently working in a remote work environment through the COVID-19 pandemic but aims to return to work partially or full-time in person in our office in Vancouver, British Columbia once health recommendations indicate it is safe to do so.

For staff based outside of Vancouver, this position will be largely a remote position. This role will be managed by our Senior Director of Global Partnerships based in Toronto, Ontario, and for staff based in Toronto there may be the opportunity to work part-time in a coworking office when it's safe to do so.

POSITION INTRODUCTION

Student Energy is looking for a hard-working, organized and passionate **Space for Youth Coordinator** to join our global partnerships portfolio. This position offers skill-building opportunities in youth engagement and coaching, project coordination, research and strategic planning, partnerships and fundraising, and developmental evaluation.

Student Energy is in an exciting period of growth as the organization is viewed as a global thought leader on youth engagement in climate and energy, and regularly engaged to provide expert advice and to collaborate on projects. Facing a high volume of opportunities to work with different organizations, Student Energy is strategic about which opportunities we pursue and is committed to delivering programs and partnerships in an exceptionally thoughtful and high-impact manner in line with the organization's values and principles.

Space for Youth Overview

The aim of Student Energy's Space for Youth program is to work with governments, companies, and other organizations to facilitate **meaningful, equitable dialogue and collaboration between young people and decision-makers.**

Our Space for Youth team works with a wide range of partners to keep young people's voices at the forefront of the energy transition and ensure organizations are making tangible progress to work with young people as collaborators on needed solutions. Some ways that we do this:

- Mainstreaming meaningful youth engagement within organizations and institutions by creating youth advisory committees, youth research and challenge teams, and by delivering Partner Training.
- Implementing youth leadership and skill development through our capacity-building programs, enabling youth to lead solutions and pursue meaningful careers.
- Collaborating on climate and energy events, challenges, training, and awards that enable intergenerational collaboration and elevate the role of youth as leaders in climate and energy.

TASKS AND RESPONSIBILITIES

1. YOUTH ADVISORY COMMITTEES

- Youth Advisory Committee program design and task management.
- Run ongoing logistics for youth advisory committees, including communications with youth participants and partner organizations, meeting planning and agendas, and facilitation of the program coaching and meetings where required.
- Run consultations with young people to understand their needs and experience participating on the committee.
- Support, mentor, and coordinate youth committees of 5-10 youth per committee (average). Student Energy anticipates running about 3-4 youth committees per year running in tandem.
- Run consultations and support program co-development with partners.
- Lead monitoring, evaluation, and learning (MEL) throughout the youth advisory committees through Student Energy's formal and developmental evaluation framework.

2. PARTNERSHIPS AND RESOURCING

- Under the direction of Student Energy's Manager of Strategic and Global Partnerships, research and prospect funding sources for Student Energy.
- Work with the resourcing team to approach new funding opportunities by setting up exploratory calls, drafting proposals, and supporting the funding negotiation process.
- Identify new candidates for Space for Youth collaborative programs.
- (Re-)engage Student Energy contacts and transition into existing communications with new candidates for Space for Youth collaborative programs.
- Conduct sector research on how youth can effectively influence change in organizations, across sectors and within public policy processes.
- Work with Student Energy's leadership team, primarily the Senior Director of Global Partnerships, in developing Student Energy's Partner Training program.
- Support with Student Energy's partner stewardship process and communications activities as they relate to Space for Youth and Partnerships.

3. COLLABORATIVE PROJECTS

- Design Space for Youth projects in collaboration with partners and Student Energy leadership.
- Coordinate collaborative project deliverables.
- Support the design and delivery of youth programs at virtual and in-person events in 2021 to ensure that staff and youth have reduced financial barriers to participate, are appropriately trained and prepared to participate, and are empowered in the event as speakers and collaborators by working with event organizers.

4. COORDINATOR TASKS

- Maintain a high standard of Student Energy platform and systems usage:
 - Use Asana to track tasks and projects.
 - Save documents on Google Drive.

- Maintain other platforms as required (Salesforce, Google Calendar)
- Attend appropriate staff training, development, and other meetings.
- Maintain data and metrics needed for monthly and quarterly reporting.
- Adhere to Student Energy's privacy and data regulations.
- Participate in Student Energy's Developmental Evaluation process to assess our alignment with Partnership Principles, Youth Engagement Principles, Partner Criteria, and our Theory of Change.

POSITION REQUIREMENTS*

1. Knowledge and Experience

- Demonstration of relevant knowledge, experience, and commitment or a related university or college degree.
- Experience working with a team to achieve a common goal.
- Experience in training, coaching and/or education for youth.
- Experience in training, coaching and/or education on energy and climate issues.
- An understanding and commitment to Student Energy values, including climate and energy justice, youth empowerment, global intergenerational equity, and systems change.
- A strong aptitude for action-orientated research and analysis
- A strong interest in energy and the energy transition

2. Skills

- Detail-oriented and highly organized
- Creative, outgoing, and proactive.
- Excellent writing/editing and verbal communication
- Self-motivated and driven to produce quality results.
- Able to take direction and incorporate feedback quickly.
- Must be eager to learn new skills, and ready to adapt projects and take on new opportunities as they emerge.
- Strong relationship-building skills
- Comfortable working with metrics, analytics, and reporting

3. Assets (not required)

- Demonstrated facilitation skills or experience.
- Volunteer and committee training experience.
- Demonstrated ability to communicate effectively with youth and public-private sector actors.
- Possesses knowledge, skills, or experience unique within the Student Energy team that add value to our work.
- Experience working with teams or partners remotely.
- Experience in public speaking and/or communicating to large audiences.
- Global project and/or work experience.

- Experience in developmental evaluation, grant-writing, or other specific areas uniquely related to non-profits.
- Ability to communicate in multiple languages, as Student Energy works globally in 100+ countries.

**If you do not meet all criteria, but are interested in the position please apply. We are willing to train for someone who is the right fit for the role.*

COMPENSATION AND TERM

The annual salary range for the Space for Youth Coordinator position is \$35,000 – 45,000 CAD, commensurate on experience and skills. This is a full-time position working 40 hours per week for a period of 8-months beginning in April 2021. If the candidate is successful and funding allows, the intent is to create a full-time permanent position starting in January 2022.

Preference is for someone based in Canada with a valid work permit, PR, or citizenship. If you are based outside of Canada you will be considered, but if selected this would be a position as an International Associate. Compensation and work terms may be adapted as is necessary to meet legal requirements for contractors.

OTHER INFORMATION

Student Energy's leadership team is based in Vancouver and Toronto, but this position will be a remote position in accordance with public health guidelines related to COVID-19. If the individual selected for this role is based in Vancouver, there will be the opportunity in the future to work in-person at the Student Energy office. If the individual selected is based in Toronto, we are exploring opportunities to access a coworking office for periodic team meetings.

APPLY

Please apply by 11:59pm PST on April 11, 2021 [using this form](#).