

STUDENT
ENERGY

VIRTUAL ASSISTANT

This position is contingent on funding through the Canada Summer Jobs program. Candidates must meet eligibility requirements outlined for that program below.

PLEASE NOTE:

We are currently working in a remote work environment during the present COVID-19 situation. We are well-prepared for remote work and expect no interruptions to this position. You must provide your own laptop for this position.

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, part-time (up to 24 hours per week for 16 weeks) Virtual Assistant to help assist the Senior Director of Global Partnerships with organizational tasks and development. This is a great position for anyone interested in learning more about non-profit management, relationship-building and stewardship, and global fund development.

Reporting to the Senior Director of Global Partnerships, the Virtual Assistant will work with Student Energy in the following ways:

- Support the portfolio in ensuring key partnerships platforms such as the partnerships webpage on studentenergy.org, Student Energy Dashboard, Salesforce CRM, and bi-weekly Deep Dive Slides are kept up to date and accurate.
- Maintain a high standard of Student Energy platform and systems usage:
 - Use Asana and the Fundraising Pipeline to track tasks and projects.
 - Save documents on Google Drive.
 - Maintain other platforms as required (Salesforce, Google Calendar)
- Maintain data and metrics needed for monthly and quarterly reporting.
- Assist the Senior Director of Global Partnerships in setting up exploratory calls, drafting short briefing notes, revising proposals, attending meetings to take notes and follow-up on action items, and supporting the organization and timeliness of the funding negotiation process.
- Assist with administrative tasks including drafting correspondence and other documents.
- Organizing the Senior Director's professional, student, and organizational contacts using Salesforce.
- Organize the Senior Director's calendar and approval process for work of the Partnerships team.
- Researching and implementing strategies to enhance organizational systems.
- Special projects to further develop the organization.
- Other tasks as assigned.

Student Energy Partnerships Overview

Student Energy's Partnerships portfolio is a high-performing team committed to sustaining the resourcing of Student Energy's operations and building long-lasting relationships with key actors in the climate and energy space. Since 2017 Student Energy has been on an exponential growth trajectory, growing from a \$350k to \$2.3 million organization in under four years. Student Energy Partnerships is an external-facing portfolio that represents the organization's ability to deliver on our mission to some of the highest levels of the climate and energy arena. The portfolio works under high expectations to deliver on ambitious funding and partnership goals, represent the Student Energy brand to a high degree, and makes space for creative approaches to delivering on goals and collaborating with partners.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Passionate about energy and sustainable energy systems
- Detail-oriented and highly organized
- Creative, go-getter with natural curiosity
- Incredible writer with mastery of English language and grammar
- Desire to build or improve upon leadership skills
- Experience working with a team to achieve a common goal
- Self-motivated and driven to produce quality results
- Must be an independent worker as some of the job may 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 working with Excel and Customer Relationship Manager (CRM) systems is an asset

Note, if you do not feel that 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.

Applicants must meet eligibility requirements for the Canada Summer Jobs program:

- 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; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

COMPENSATION AND TERM

The Partnerships Virtual Assistant will receive \$20/hour CAD, and work part-time up to 24 hours per week between June 14th and October 4th. This position is remotely based and the Senior Director of Global Partnerships is based in Toronto, Canada on EDT.

Apply using this form by 11:59pm PT on Sunday, June 13: <https://forms.gle/cUD5SkRMYGBKiFCEA>