STUDENT ENERGY

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 3 months) Systems Assistant to help coordinate our 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:

- Support the organization of all our systems including G Suite, Asana, and Salesforce
- Assist in HR and administrative tasks including wage funding reporting, asset tracking, and preparing equipment purchase request
- Support monthly bookkeeping tasks such as documenting receipts and invoices, and managing our expense system
- Support on-going data privacy and security research, training, and implementation
- Assist with data management and Salesforce CRM administration as needed
- Help streamline all of Student Energy's systems with an eye to integrations, automations, and improved processes
- Other tasks as assigned.

Requirements

The ideal candidate will possess the following qualities:

- Enrolled in a post-secondary institution preferably in business administration, operations management, or related field
- Detail-oriented and highly organized
- Experience working with Excel
- Experience working in operations or finance administration
- Experience using Asana or other project management tools
- Self-motivated and driven to produce quality results
- 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

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 under a Student/Co-op Wage Funding Program. Applicants must meet the following funding eligibility:

- Be enrolled in a post-secondary institution in the areas of Science, Technology, Engineering, Art or Math, and Business. Note that you do not have to be enrolled in your school's co-op program/course.
- 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
- Currently unemployed or underemployed

Compensation and Term

The Assistant will receive $17/hour, and work full-time up to 40 hours per week between May 10, 2021 and August 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.

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