

STUDENT  
**ENERGY**

## EXECUTIVE ASSISTANT & SPECIAL PROJECTS 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 fixed term, full-time (up to 40 hours per week) Executive Assistant and Special Projects Coordinator to help assist the Executive Director with organizational tasks, development, special projects, events and strategic initiatives. This is a great position for anyone interested in learning more about environmental non-profit management and organizational growth.

This role is a great fit for a highly-organized, dynamic individual - if you love to colour code a to-do list and solve challenges this is the role for you. On the job training will be provided, and there will be the opportunity to work on a variety of projects.

Reporting to the Executive Director, the Executive Assistant will work with Student Energy in the following ways:

#### **Executive Assistant to the Executive Director**

- Assist with administrative tasks including drafting correspondence and other documents to further the transition to a just and sustainable energy future.
- Organize the Executive Director's professional, student, and organizational contacts using Salesforce to help maintain strong partner relationships
- Organize the Executive Director's calendar, including scheduling and preparing materials for meetings
- Research and implement strategies to enhance organizational systems to further the impact of Student Energy's Theory of Change
- Other tasks as assigned

#### **Special Projects**

- Support on special projects to further develop the organization
- Provide capacity for the Programs team on special projects including signature events
- Provide capacity support for short-term programs such as Greenpreneurs and the Global Youth Energy Outlook
- Help design systems and processes to enhance the effectiveness of Student Energy's programs

#### **Board of Directors Liaison**

- Act as the liaison between Student Energy and the Board of Directors to ensure efficient communication
- Board Meeting preparation: including working with the Executive Director to prepare and distribute materials needed for each meeting, scheduling, and registering motions

- Director Management: including overseeing training and onboarding for new Directors and ensuring director information is kept up to date
- Scheduling: including for full Board of Directors meetings, meetings between Directors and staff, and meetings with Committee Members
- Ease of Access: including assisting with Google drive navigation, task reminders, and file organization

The ideal candidate will possess the following qualifications:

- Passionate about energy and sustainable energy systems
- Detail-oriented and highly organized
- Creative, go-getter with natural curiosity
- Strong writer with mastery of English language and grammar
- Experience communicating with a wide range of audiences.
- Desire to build or improve upon leadership skills
- Experience working with a team to achieve a common goal
- Ability to use discretion when handling sensitive information
- Self-motivated and driven to produce quality results
- Must be an independent worker
- Must be eager to learn new skills, and ready to take on whatever comes next
- Experience working with Excel and Customer Relationship Manager (CRM like Salesforce) systems is an asset
- Experience with event planning is an asset

*Note, if you do not feel that you qualify, but are interested in the position and are willing to learn please apply. We are interested in a diverse team and are willing to train the right person.*

## COMPENSATION AND TERM

Compensation is provided at competitive non-profit rates. This position is open to global applicants, but there is a preference for applicants who are under 30 years of age at the start of the placement and who are a Canadian citizen or permanent resident.