

INTERNAL SYSTEMS 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 (40 hours per week for 6 months) Internal Systems Coordinator to support our human resources and team operations.

As a rapidly growing organization, we need internal systems that will keep up. This role will be critical to helping keep track of our moving pieces, building the resources needed to support our teams, 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 Director of Impact and Operations, the Coordinator will work with Student Energy in the following ways:

- Maintain complete, accurate, and up-to-date personnel files for all employees and international associates
- Coordinate our hiring activities and support the new employee onboarding processes
- Act as the first point of contact for all team inquiries related to internal systems, such as HR, tools, equipment, contracts, benefits program, and more
- Working with the Director, scope and implement new tools, processes, surveys, and internal programs to keep our remote team coordinated, collaborating, happy and healthy
- Maintain, update, and develop new internal team resources using our project management system, Asana
- Conduct research into industry best practices for hiring, training, compensation, and benefits and work with the Director to continuous improvements
- Assist with other organizational priorities as needed

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Detail-oriented and highly organized
- Experience working in operations or human resources administration
- Experience using Asana or project management tools
- Proven ability to act with Integrity, discretion, and a commitment to equity, diversity, and inclusion
- Interest in youth empowerment, energy, and sustainable energy systems
- Must be an independent worker as the job will be remote
- Must be eager to learn new skills, help out, and ready to take on whatever comes next
- Experience with and enthusiasm for working with Salesforce CRM is an asset

**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 contingent on wage funding for the role. Applicants must meet the following funding eligibility:

- 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
- Be legally able to work in Canada according to relevant laws and regulations of the province of territory of residence
- Not currently enrolled as a full-time student in a post-secondary institution
- Currently unemployed or underemployed

COMPENSATION AND TERM The Coordinator will receive \$40,000-45,000 annual equivalent salary, commensurate with experience, and work full-time up to 40 hours per week. The contract term is between September 15, 2021 and March 15, 2022, with the possibility of extension for the right candidate.