

## Chapters 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 full-time (30-40 hours per week), Community Coordinator, to help with the management of our [Global Chapters Program](#).

Reporting to the Global Community Manager, the Community Coordinator will work with Student Energy in the following ways:

- Lead recruitment of new Chapters
- Execute Student Energy's onboarding process for all new Chapters
- Develop and facilitate global Chapter communication including monthly president's phone calls, and online discussion forums
- Assist in the coaching and skill development of Global Chapters participants
- Research and implement best practices for global Chapters
- Assist Chapters in developing effective community partnerships
- Build organization knowledge of regional and community-specific challenges and opportunities to better support initiatives from our global chapter network
- Craft a community feedback process for chapters to work with Student Energy on continuously improving the program
- Manage Chapter's knowledge sharing program to ensure it meets the needs of Chapters, is easy to use, and is relevant in a global context
- Generate new, creative ideas for how Student Energy can continuously add value Chapters around the world, and accelerate their paths to action on energy
- Work with existing Chapters to identify gaps in the program and areas for updates
- Source newsletter submissions from Student Energy Chapters and manage the monthly submission process
- Write communications materials for distribution to Student Energy's student network
- Other tasks as assigned.

### 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 a natural curiosity
- An 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

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- 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
- Experience with facilitation, especially in an intercultural context
- Experience with Squarespace is an asset, but not required
- The successful applicant must have access to a computer as one will not be provided
- The ability to speak a second language is an asset

## Assets

- Experience in public speaking and/or communicating to large audiences.
- Global project and/or work experience.
- Ability to communicate in multiple languages, as Student Energy works globally in 100+ countries.
- Experience with coaching, mentorship, or consulting
- Experience coordinating virtual events or webinars
- Experience participating in Student Energy's programming

## Compensation AND TERM

The Chapters Coordinator term will be one year, starting between December 15th and January 5th, 2021. With the possibility of a contract extension for the right candidate.

Student Energy offers compensation at competitive non-profit rates, and this can be discussed in an interview setting.

Location is flexible for this position as Student Energy has transitioned to a virtual work environment.

***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 willing to train the right person. Explain why you want the position and why you think you should be considered in your cover letter.***