

FELLOWSHIP MANAGER

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 fixed term (30-40 hours per week) Fellowship Manager to support our [Fellowship program](#). The fellowship provides core energy systems education and builds leadership skills for young people to take action on the energy system, through a 10-month web-based program paired with mentorship and team community projects.

Reporting to the Director of Community Programs, the Fellowship Manager will work with Student Energy in the following ways:

- Manage a team of coordinators that support the program
- Oversee the development of digital content and resources for program fellows
- Facilitate internal team meetings, run weekly one on one check ins with the coordinator team
- Oversee the programs schedule and annual events
- Collaborate with the communications team to develop materials for the program
- Oversee content editing (assignments, resources, templates, etc)
- Gather & summarize monthly reporting for the Director of Community Programs
- Work with the Director of Community Programs on program strategy
- Oversee impact measurement and evaluation of the program
- Track progress on program-wide objectives and key results
- Oversee the fellowships' email, website, and virtual social spaces, with an eye to digital engagement and community-building
- Oversee the fellowship webinars and mentors sessions
- Other tasks as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Experience managing teams
- Experience communicating with high-level, professional audiences
- Experience with facilitation, especially in an intercultural context is an asset
- Experience in program development, management, and evaluation
- Passionate about energy and sustainable energy systems
- Detail-oriented and highly organized
- Must be eager to learn new skills, and ready to take on whatever comes next
- Desire to build or improve upon leadership skills
- Interest in digital convening and community building
- Creative, go-getter with a natural curiosity
- An incredible writer with mastery of the English language and grammar
- Self-motivated and driven to produce quality results
- Must be an independent worker

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 entrepreneurship, technology, policy innovation, energy industry
- Experience coordinating virtual events or webinars

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 Fellowship Manager will receive \$50,000-57,000 annual equivalent salary, commensurate with experience, and work full-time at 40 hours per week. The contract term starts between March 28, 2022 and April 15th, 2022 and ends on December 31, 2022, with the possibility of extension for the right candidate. Student Energy offers a competitive benefits package, a cell phone subsidy, and the opportunity for a flexible work week.

Location within Canada 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.