

SEVENGEN ENERGY MANAGER

POSITION DESCRIPTION

SevenGen is an Indigenous youth council committed to a sustainable and equitable energy future. Our mission is to create space and mobilize participation for Indigenous youth and communities to advance in the energy sector through capacity building, mentorship, program development, and advocacy. SevenGen envisions a future where our kin, seven generations ahead of us exist harmoniously, where the stewardship of the Earth is honoured and protected. SevenGen 2022 is supported through coaching and administrative support from Student Energy.

Student Energy is the charity that hosts SevenGen. We are building the next generation of energy leaders who will accelerate the world's transition to a sustainable energy future. 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.

SevenGen is looking to hire our first **full-time, fixed term (30-40 hours per week), fully remote Program Coordinator** to further support The SevenGen Council, SevenGen Summit, and future SevenGen program development.

[The SevenGen Summit](#) aims to **engage, inform, and empower delegates** to build capacity, confidence, and community that will drive individuals or groups to carry forward their ideas beyond the Summit. The session styles throughout the conference will intentionally be created towards a hands-on experience, emphasizing interactivity between all kin. The SevenGen Summit program encourages delegates to foster kinship systems in an inclusive environment by attending an array of discussions and workshops that will encourage delegate, speaker, government, and industry leader collaboration towards problem-solving and program building through two-eyed seeing approaches.

Working closely with the SevenGen Program Coordinator and SevenGen Committee, the SevenGen Manager will work with SevenGen and Student Energy in the following ways:

- Manage the SevenGen Program Coordinator by supporting with program development;
- Facilitate internal team meetings, and run weekly one on one check-ins with the coordinator;
- Oversee the Summit schedule and annual events;
- Collaborate with the communications team to develop materials for the program;
- Work with SevenGen Committee and Program Coordinator to develop a plan for the Summit;
- Oversee impact measurement and evaluation of the program;
- Design an effective governance structure and system for the SevenGen Committee and Program Coordinator;
- Oversee the SevenGen email, website, and virtual social spaces, with an eye to digital engagement and community-building
- Further SevenGen Fund development plan
- Create SevenGen program development strategy in collaboration with the SevenGen Council
- Other tasks as assigned.

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REQUIREMENTS

The ideal candidate will possess the following qualities:

- Experience managing teams;
- Experience communicating with high-level, professional audiences;
- 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;
- 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 working with Indigenous Communities; inclusive of urban and on-reserve communities;
- Experience in prospect outreach and fundraising including, but not limited to:
 - Identifying strategic partnerships, and network-based organizations for the SevenGen Summit;
 - Completing online research and cold outreach;
 - Executing proposal writing for sponsorships and grants.
- Experience with entrepreneurship, technology, policy innovation, energy industry;
- Experience with coaching, mentorship, or consulting;
- Experience coordinating virtual events or webinars;
- Strong interest in community building and inspiring interest in clean energy.
- Experience in public speaking and/or communicating to large audiences.
- Global project and/or work experience.

COMPENSATION AND TERM

Please submit your application by 11:59 pm PST on Sunday, April 10, 2022.

The SevenGen Energy Program Manager term will be one year, starting in late April 2022, 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.

This is a fully remote position, as Student Energy and SevenGen have transitioned to a virtual work environment.

Further, should you require any accommodations to better facilitate the application process to improve accessibility, please contact jade@studentenergy.org with your inquiry and we would be happy to accommodate.

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Student Energy is an equal opportunity employer. However, Indigenous youth are strongly encouraged to self-identify and share kinship ties in your application.

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.