

## SEVENGEN ENERGY PROGRAM COORDINATOR

### 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.

Reporting to the SevenGen Program Manager, the SevenGen Program Coordinator will work with SevenGen and Student Energy in the following ways to coordinate and manage the SevenGen Summit:

- Develop guidelines, templates, and tools as it relates to all responsible program areas;
- Assist with research and development of program-specific supports and resources;
- Assist with designing effective governance systems for the SevenGen team;
- Manage the SevenGen email, website, and virtual social spaces, with an eye to digital engagement and community-building;
- Manage data tracking of all delegates, speakers, and organizations attending the conference;
- Liaise with Indigenous communities, organizations, key partners, industry associations, private corporations, and clean energy proponents;
- Other tasks as assigned.

### REQUIREMENTS

The ideal candidate will possess the following qualities:

- Experience in coordinating programs, logistics, or event organization;
- Passionate about energy and sustainable energy systems;
- Passionate about reconciliation and creating leadership opportunities for Indigenous youth;

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- Detail-oriented and highly organized;
- Must be eager to build and continuously improve upon leadership skills, skill development, and ready to take on whatever comes next;
- An incredible writer with mastery of the English language and grammar;
- Self-motivated and driven to produce quality results;
- Must be an independent worker;
- Experience working with Google Suite, Asana, Salesforce, and similar computer applications to facilitate remote working, task management, file sharing, and collaboration.
- Strong communication skills to present information to multiple audiences, inclusive of the SevenGen council, Student Energy staff, other collaborators, sponsors, partners, and fellow Indigenous youth. Must be very receptive to feedback.

## 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, sustainability.

## COMPENSATION AND TERM

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

The SevenGen Program Coordinator 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 has 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](mailto:jade@studentenergy.org) with your inquiry and we would be happy to accommodate.

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

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***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.***