

FELLOWSHIP 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 fixed term (30-40 hours per week) Fellowship Coordinator 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 Coordinator will work with Student Energy in the following ways:

- Manage the development of digital content and resources for program fellows
- Manage the fellowships' email, website, and virtual social spaces, with an eye to digital engagement and community-building
- Manage data tracking of all teams participating in the Fellowship Program
- Coordinate the fellowship webinars and mentors sessions
- Conduct monthly team meetings with participants and provide project coaching
- 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
- 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
- Desire to build or improve upon leadership skills
- 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 with coaching, mentorship, or consulting
- Experience coordinating virtual events or webinars

COMPENSATION AND TERM

The Fellowship Coordinator term will be one year, starting between March 28th and April 15th, 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.

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.