

SYSTEMS PROJECT 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. We 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 fixed term, full-time (40 hours per week) Project Manager to join our Systems team.

As a rapidly growing organization, we need internal systems that will keep up. This role will be critical to helping keep track of our moving pieces, building the resources needed to support our teams, and keeping the organization running smoothly. If you're someone who enjoys organizing projects, taking care of details, coordinating others, making the perfect plan—and then colour coding it! —we want you on our team.

Reporting to the Director of Impact and Operations, the Manager will work with Student Energy in the following ways:

- Leads Student Energy's work to standardize project-related processes including budget coordination, deliverable tracking, project planning, and internal and external reporting;
- Facilitates the formation of Student Energy's Project Management Office, aimed at supporting the organization's long-term stability and sustainability, through sharing of Project Management resources, templates, methodologies, and tools;
- Coordinates grant management to ensure timely and complete reporting, as well as accurate tracking of deliverables and project milestones
- Monitors use, maintenance, and development of our team work management platform, and other org-wide tools
- Conduct internal evaluations of existing team tools and processes
- Take on new projects in emerging areas to support our continuous growth and impact
- Coordinate and support the Systems team
- Assist with other organizational priorities as needed

Requirements

The ideal candidate will possess the following qualities:

- Experience working in operations, project management, grant management, or financial management
- Detail-oriented, highly organized and able to drive results
- Clear communicator with a great attitude
- A natural problem solver, able to look at the whole picture and find solutions
- Experience using Asana or other project management tools
- Experience managing individuals or a team
- Interest in youth empowerment, energy, and sustainable energy systems
- Must be eager to learn new skills, help out, and ready to take on whatever comes next

- Must be an independent worker, as this role will be remote
- Experience with and enthusiasm for working with Salesforce CRM is an asset

**Note: If you do not feel like you qualify, but you 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.*

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 Manager will receive \$52,000-57,000 annual equivalent salary, commensurate with experience, and work full-time at 40 hours per week. The contract term is between April 1, 2022 and 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 modified work week.

While this role will be remote and open to all candidates based in Canada, preference may be given to candidates based in the Lower Mainland as Student Energy has an office in Vancouver.