

CONTENT CREATION ASSISTANT

This position is contingent on funding through the Electricity Human Resources Canada Empowering Futures program. Candidates must meet the eligibility requirements outlined for that program below.

Post by: April 28, 2022

Deadline to apply: May 8, 2022

Target start date: 16 May 2022

PLEASE NOTE:

We are currently working in a remote work environment during the present COVID-19 situation. We are well-prepared for remote work and expect no interruptions to this position – we are hiring regardless of whether the work is completed remotely, or in-person at our office in Vancouver, B.C., once it is safe to do so. You must provide your own laptop for this position.

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, and 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 two (2) Content Development Assistants to help with the creation of resources for our new program, Student Energy Ventures. Student Energy Ventures aims to remove barriers to clean energy entrepreneurship for young people by providing access to funding, mentorship and project development templates. By giving youth the necessary skills, knowledge, and support system for their initiatives, Student Energy Ventures allows young people to launch tangible community clean energy projects while creating opportunities for youth in underrepresented communities to pursue careers in the sector.

Reporting to the Ventures Project Manager, the Content Creation Assistant will work with Student Energy in the following ways:

- Lead the development of digital content and resources for SE Ventures. Topics include introductory knowledge in a variety of clean energy technologies and clean energy project development.
- Create virtual social spaces, work to build digital engagement in our network and virtual community-building opportunities
- Assist the Ventures Project Manager with virtual community team meetings and project support
- Support the development of new content for the Programs Ecosystem
- Other tasks as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualities:

STUDENTENERGY

- Passionate and knowledgeable about energy systems and energy education
- Experience developing written resources, how-to guides and/ or general content creation
- Interest in digital convening, digital platform design, and community building
- Detail-oriented and highly organized
- Eager to learn new skills, and ready to take on whatever comes next
- Desire to build or improve upon leadership skills
- Creative, go-getter with a natural curiosity
- An incredible writer with mastery of 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 as the position will likely be remote due to COVID-19
- Must have access to a computer as one will not be provided

Assets:

- Demonstrated experience in communicating energy issues to diverse audiences
- Youth and public engagement experience
- The ability to speak multiple languages is a strong asset
- Experience using Squarespace, TalentLMS or Articulate, or similar platforms

Applicants must meet the eligibility requirements for the EHRC program:

- 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;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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.

COMPENSATION AND TERM

Assistants will receive \$17.50-20/hour CAD, commensurate with experience. Full-time hours are 35 hours a week for 16 weeks.