

CAREER TRAINING 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, 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 a full-time, fixed term (30-40 hours per week) Career Training Coordinator to support the second edition of the Student Energy Career Training (SECT) program. SECT provides students with their first opportunity to execute a real-world energy research project and develop skills in project management, analysis, and report writing.

Reporting to the Senior Director of Programs or designate, the Careers Training Coordinator will work with Student Energy in the following ways:

- Manage the development of digital content and resources for the program
- Manage the SECT email, website, and virtual social spaces, with an eye to digital engagement and community-building
- Manage data tracking of all teams participating in the program
- Conduct weekly team meetings with participants and provide project coaching
- Other tasks as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Knowledgeable about energy and sustainable energy systems
- Experience working in the energy industry with a company, government or non-profit organization
- Detail-oriented and highly organized
- Ability to manage many moving parts of a project
- Experience with technical writing
- Ability to work collaboratively with a team to achieve a common goal
- 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 a mastery of the English language and grammar
- Self-motivated and driven to produce quality results
- Must be an independent worker
- The successful applicant 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

STUDENTENERGY

- Experience developing program content or resource documents
- Experience with energy analysis in policy, economics, data, and/or modelling
- Ability to communicate in multiple languages, as Student Energy works globally in 100+ countries.
- Experience with coaching, mentorship, or consulting

COMPENSATION AND TERM

The Careers Training Coordinator term will be one year, starting between June 15th and July 1st, 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.

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.