

STUDENT ENERGY GUIDED VENTURES 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 (40 hours per week, from July 1, 2022 to December 31, 2022) Guided Ventures Coordinator to support the development and delivery of the Student Energy Guided Ventures program. The program will develop a high-volume pipeline of easily scalable, templated clean energy projects (called “Guided Ventures”) that can be adapted to numerous local contexts. The Guided Ventures coordinator will support the content development for the Guided Ventures program stream, take lead in coordinating participant meetings and webinars, provide coaching to teams, and track the team’s progress.

Reporting to the Guided Ventures Project Manager, the Guided Ventures Coordinator will work with Student Energy in the following ways:

- Support the development of digital education content and resources for Guided Ventures participants, mainly focusing on solar-related content.
- Provide coaching to the participants throughout the program, including guidance in connecting with key project stakeholders (i.e. project host, local contractors, project-specific funders)
- Manage the Ventures email, virtual social spaces for drop-in coaching sessions and cohort calls, and team tracking system in Asana
- Manage data tracking of teams during coursework (participant’s progress in the two tracks) and during project execution (participant’s progress in reference to their project plan)
- Provide support in mentor recruitment and matching
- Working closely with the Project Manager of Ventures and SE Impact Measurement Taskforce, develop and maintain the impact measurement framework for the SE Guided Ventures program
- Undertake research and support drafting of new content for the next set of Guided Ventures geared towards Energy Efficiency and People & Systems projects such as “Engaging in Local Energy Policy” and “Youth-led Community Energy Plan”
- Other tasks assigned

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Knowledgeable about energy and sustainable energy systems
- Detail-oriented and highly organized
- Ability to manage many moving parts of a project
- 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 position may be remote

ASSETS:

- Experience in project development, in particular, clean energy projects
- Experience in facilitative coaching
- Youth and public engagement experience
- Experience developing program content or resource documents
- Project management experience
- The ability to speak multiple languages is a strong asset

COMPENSATION AND TERM

The Guided Ventures Coordinator will receive \$44,000-47,000 annual equivalent salary, commensurate with experience, and work full-time at 40 hours per week. The contract term starts between July 1st, 2022 and July 15th, 2022 and ends on December 31, 2022, with the possibility of extension for the right candidate. Student Energy offers a competitive benefits package, and the opportunity for a flexible work week.

Location within Canada is flexible for this position as Student Energy has transitioned to a virtual work environment. This position is not open to international applicants.

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

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- 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

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.