

DATA ASSISTANT

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 fixed term, part-time (10-15 hours per week for 6 months) Data Assistant to help keep our organization-wide data systems running smoothly. The Assistant will be responsible for supporting the maintenance of our Salesforce CRM database, advancing our data privacy and security initiatives, and assisting on other projects as needed. This is an exciting position for anyone who enjoys seeing patterns in numbers, creative problem-solving, and telling a story with data.

Reporting to the Data and Impact Coordinator, the Assistant will work with Student Energy in the following ways:

- Support the implementation and continued development of our Salesforce org (i.e. customer relationship management system) by analyzing team use, searching out new ways to save time, and acting as a team resource for all things Salesforce
- Ongoing organization and management of Student Energy's professional, student, and organizational contacts using Salesforce, including data collection, cleaning, entry, and lifecycle management
- Maintain internal reporting dashboards and collaborate with other teams to produce timely and accurate external reporting
- Assist with the implementation of Student Energy's data vision, including initiatives related to data privacy and data security
- Develop and maintain resources for internal use and training on our core data tools, objectives, and requirements
- Maintain documentation related to data management
- Complete or assist with data analysis as needed
- Other tasks as assigned

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Experience with and enthusiasm for working with data and CRMs
- Experience with data analysis or data management
- Strong Excel skills
- Strong analytical skills
- Interest in youth, energy, and sustainable energy systems
- Detail-oriented and highly organized
- Self-motivated and driven to produce quality results
- Must be an independent worker as the job will be remote

- Must be eager to learn new skills, and ready to take on whatever comes next

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.

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
- Currently enrolled as a full-time student in a post-secondary institution -OR- Not a full-time student but currently unemployed or underemployed

COMPENSATION AND TERM

The Assistant will receive \$18-21 per hour, commensurate with experience, and work part-time up to 15 hours per week. The contract term is between July 11, 2022 and December 31, 2022, with the possibility of extension for the right candidate. This role is open to Canadian candidates only.

Location is flexible for this position as Student Energy has transitioned to a virtual work environment.