

INTERNAL PROJECTS 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. 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) **Internal Projects Assistant** to join our Systems team.

As a rapidly growing organization, we need internal systems that will keep up. This role will support multiple administration capacities across the organization, including **Project Management, Data Systems, People Processes**, and the opportunity to take on and shape a range of emergent projects. 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, using Excel sheets, taking care of details, making the perfect plan — and then colour coding it — we want you on our team. This is an ideal role for anyone curious about how non-profit organizations and charities operate. The **Assistant** will report to the **Systems Project Manager**, working to support core administrative functions of our growing organization.

The **Assistant** will have the opportunity to assist on a number of operational projects. These projects will be directed by personal skills, learning objectives, and organizational needs. The **Assistant** will receive mentorship and coaching to achieve deliverables in projects which may include (~65% of workload):

- Researching and developing new internal resources and processes;
- Collecting programmatic data and drafting reports for funder compliance;
- Tracking progress on and reinforcing organizational goals, objectives and processes;
- Enacting organizational cyber security measures;
- Researching international staffing models;
- Supporting facilitation of cross-team project management and evaluation meetings; and,
- Researching indicators and evaluation methods for use in our organizational evaluation strategy and internal reporting processes.

The **Assistant** will also help keep our team running by (~25% of workload):

- Managing accounts and maintaining tool libraries;
- Ensuring office and equipment needs are met;
- Maintaining personnel files;
- Sourcing and applying for wage funding;
- Maintaining and updating project templates and workflows; and,
- Other tasks as required.

The **Assistant** will also take part in typical administrative tasks and meetings with other team members (~10% of workload).

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Detail-oriented, highly organized, and able to drive results;
- Clear communicator with a great attitude;
- Able to manage competing priorities and timelines;
- Experience using Asana or other project management tools;
- 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 working in operations, project management, or grant management is an asset; and,
- 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; and,
- Registered as a full-time or part-time student in a post secondary institution or are a first-year apprentice in one of the construction or manufacturing Red Seal trades.

COMPENSATION AND TERM

The **Assistant** will receive \$18-20/hour, and work full-time at 40 hours per week. The contract term is between January 2, 2023 - April 28, 2023, with the possibility of extension for the right candidate. Student Energy offers the opportunity for a flexible work schedule.

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.