

ASSISTANT TO THE EXECUTIVE DIRECTOR

THE ORGANIZATION

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. Explore Student Energy's [current work](#) and [theory of change](#) to see what we do and why.

POSITION DESCRIPTION

Student Energy is recruiting a fixed term, full-time (up to 40-hours per week) **Assistant to the Executive Director** to manage key administrative and organizational processes, internal and external communications, and provide support to senior level staff and strategic projects. The Assistant to the Executive Director (Executive Assistant) will interact with a wide range of people globally, across government, private sector, civil society, and international organizations. This position is an opportunity to gain a deep understanding of the leadership functions of a non-profit and international organization, gain experience supporting well-managed organizational growth, and engage with a diversity of principle actors in the climate and energy world.

This role requires a hands-on individual to support the Executive Director and operate in a fast-paced environment across international time zones, requiring high flexibility and commitment to results. We are seeking an individual with exceptional organization and communications skills, the ability to manage several responsibilities at a time while ensuring attention to detail, and proactivity with anticipating tasks and prioritizing workflow. If you identify as a problem solver, with strong interpersonal skills and an enthusiasm to learn about organizational leadership then this role may be for you!

On the job training will be provided. Student Energy offers a supportive work culture and a cross-functional leadership team committed to empowering team members to grow through exciting challenges, collaborations, and a variety of projects that serve our youth network and deepen impact.

Reporting to the Executive Director, the Assistant will work with Student Energy in the following ways:

Executive Assistant Role

- Manage the Executive Director's calendar, ensuring adequate time for internal and external meetings, individual workload, strategic planning and professional development, serving as the primary "gatekeeper" of the Executive Director's time.
- Ensure the Executive Director and senior leadership is prepared for meetings and engagements by providing necessary information and scheduling preparation and follow-up meetings as required.
- Manage incoming communications to the Executive Director, streamlining communication and acting as the primary point of contact for the Executive Director for both internal and external stakeholders.
- Assist with administrative tasks including drafting correspondence and other documents.
- Understand priorities and commitments of the Executive Director and be readily adaptable and proactive in making changes and adjusting workflow.

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- Serve as primary liaison between Student Energy and the Board of Directors, maintaining strong communications and sharing of relevant information, and management of action items and follow-ups.
- Board Meeting preparation: work with the Executive Director to prepare and distribute materials needed for each meeting, scheduling, and registering motions, and documenting meeting minutes at scheduled Board meetings.
- Assist with the Executive Director's social media communications via LinkedIn and Twitter as required.

Project Management and Team Support

- Maintain Student Energy's file management system (Google Drive), including uploading documents, maintaining organization, and granting permissions; task management system (Asana) including assigning and organizing tasks, and including relevant details and attachments; and relationship management system (Salesforce) including uploading and maintaining the Executive Director's contacts.
- Organize and manage logistics for in-person and virtual internal meetings and other major convenings as needed (for example, all-staff monthly deep dives, annual strategic retreats, delegations to UNFCCC COP)
- Circulate meeting materials and agendas, attend meetings as notetaker, circulate action items to relevant participants following meetings, and follow-up with internal and external stakeholders.
- Review timesheets and submit expense reports as needed.
- Proactively identify areas that would benefit from administrative improvement and readily suggest solutions.

Travel

- Proactively book and organize travel arrangements for the Executive Director and other Student Energy senior leadership, setting up the itinerary and meetings and finalizing all briefing materials, speeches, and other requirements.
- Provide quick solutions to unanticipated changes in travel schedules and ensure travel and scheduling are smooth and error free where possible.
- Where relevant, maintain all travel programmes (membership programs) and generally ensure the Executive Director's travel documents are up to date, including required visa preparations.
- Must be willing to travel for occasional in-person meetings or major events.

Key Skills and Aptitudes for the Role

- Dependability and flexibility: can be relied on to assist with projects outside of primary responsibilities and deliver within timelines with minimal oversight. Handles unanticipated changes graciously and efficiently, including changes in schedules and priorities.
- Solutions oriented: Approaches challenges and changes with a positive attitude and readily suggests and implements solutions to real and anticipated problems.
- Ethical: Highly ethical and ability to work with a high discretion of details learned by supporting senior leadership, adhering to Student Energy's ethics and policies.

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- Presentation and communication: Interacts with internal and external stakeholders in a warm and professional manner, communicating clearly and effectively verbally and in writing, and exhibits strong listening skills. Is ready to represent Student Energy to external stakeholders and stakeholder groups, including people at the highest levels of organizations.

Minimum Qualifications

- A completed relevant university degree or comparable skill.
- 1-2 years of experience supporting leadership functions in a professional environment
- Passionate about energy and climate issues with some existing knowledge of relevant issues.
- Proficient in Google Suite, including Gmail, Google Calendar, and Google Drive.
- Detail oriented with a commitment to accuracy in tasks, organization, and communication.
- A strong written communicator.
- Experience communicating with a variety of stakeholders and audiences.
- Fluency in English.

Preferred Qualifications

- Deep knowledge about energy issues, non-profit management, or organizational development.
- Good understanding of Student Energy and its Theory of Change, programs and goals.
- Experience supporting a senior leadership role, and specific experience in managing executive communications, for example, by screening incoming communications and proposing outgoing communications, drafting and reviewing correspondence, proof-reading and editing content.
- Experience managing organization or leadership social media platforms.
- Eagerness to learn new skills and take on complex challenges.
- Good judgment and strong prioritization skills.
- Ability to interact with staff at all levels, remaining positive and proactive under pressure.
- Ability to maintain professionalism and strict confidentiality at all times.
- Experience working with budgeting and financial software, CRMs such as Salesforce, or other relevant platforms (Asana, Wordpress, etc.).
- Experience in event planning.
- Working proficiency in an additional language, in particular French working language abilities, is an asset.

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 are willing to train the right person.

BENEFITS

Student Energy provides extensive support and flexibility to ensure your wellbeing at the organization. We offer a comprehensive benefits package and generous vacation benefits.

Student Energy provides numerous learning and development opportunities, and works with you to establish a professional development plan that includes skills applied to your role at and beyond Student Energy. Student Energy has a high success rate of employees going on to work in leadership roles with international

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organizations, NGOs, the United Nations, the public sector, and private sector. As an employee at Student Energy you will be provided with a professional development budget.

We provide you with essential IT equipment including a laptop, plus a one-time home office stipend.

COMPENSATION AND TERM

The annual salary range for this position is CAD 45,000 to 60,000 commensurate with experience. The contract term is between April 15, 2023 - December 31, 2023, with the possibility of extension for the right candidate.

LOCATION

This position will be remote and open to all candidates based in Canada, with a strong preference for applicants based in GMT-5 or GMT-4 as the Executive Director spends a significant amount of time working between GMT-5 (Ottawa) and GMT+1 (Vienna).