

RESEARCH AND YOUTH ENGAGEMENT ASSISTANT / 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. 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.

Our [Research and Youth Engagement team](#) conducts original research projects, leads youth advisory councils, and develops data and evidence based initiatives to put young people's voices at the forefront of the energy transition. We work with organizations, governments, companies, and communities to more meaningfully engage young people as collaborators and partners, and to support youth-led initiatives that contribute to a just and sustainable energy future.

The Research and Youth Engagement Assistant will support the research and development process for Student Energy's ongoing research projects, including conducting literature reviews, community engagement, youth interviews, partner outreach, report writing, and presentations of findings. **The role is available at an Assistant or Coordinator level depending on level of experience. 'Assistant' positions are shorter term full time or part-time roles designed for students or new graduates seeking to build experience. 'Coordinator' positions are designed for candidates with existing professional experience relevant to the role, and/or equivalent knowledge and experience of a university or college degree.**

ABOUT THE RESEARCH PROJECT

Student Energy is currently leading a research project entitled *“Addressing Youth Green Skills Gaps for Canada's Net Zero Economy”*, which identifies obstacles and opportunities for young people to participate in the clean energy transition, and the critical skills that will be required in the clean energy system of the future. Findings from this research will be published alongside Action Toolkits which engage youth and relevant stakeholders. **A strong interest and demonstrated knowledge of climate and energy issues in Canada and national or international net-zero or decarbonization policies is necessary for the role.**

Goals:

- (1) Conduct research on young people's ability to access jobs that directly or indirectly contribute to achieving Canada's climate plans and emissions reductions targets, by hearing from young people around the country.
- (2) Develop and disseminate toolkits that build awareness among young people about the opportunities to work on climate and clean energy in diverse sectors.
- (3) Provide recommendations to public and private sectors on recruitment, retention, and workforce development programs and policies that address the real and perceived barriers for young people accessing green jobs.

While this is the primary research project the Assistant or Coordinator will focus on, Student Energy has numerous concurrent research and other youth-focused projects that the role will interface with, including the

'Net Zero in our Neighbourhood' youth engagement research project, and other internationally focused projects.

RESPONSIBILITIES

Reporting to the Special Projects Manager, the Research and Youth Engagement Assistant/Coordinator will have the following key responsibilities:

- Collaboratively design the structure, key research questions, and scope of research project activities in line with the project's objectives.
- Conduct desk research and a literature review to better understand green skills and the energy transition job market, and the role of young people in this sector.
- Conduct sectoral research through stakeholder interviews or surveys to understand youth perspectives on accessing jobs in the energy transition sector, and employer perspectives on critical skills needed in the sector.
- Analyze literature review insights, and interview and survey data, and interpret results through written summaries, charts, or other graphic products.
- Synthesize findings and write reports based on research activities.
- Work with project partners, funders, and other programs and teams in the Student Energy Programs Ecosystem to produce deliverables in accordance with project timelines, and communicate progress.
- Draft communications materials, social media content, and slide decks outlining key findings, calls to action, or participation opportunities for the project.
- Manage research project tasks through Student Energy's task management systems, including Asana, Google Drive, Salesforce, and Canva. Tutorials will be provided.
- Develop educational materials to support and mentor youth program participants at events relating to Student Energy's research projects and campaigns.
- Other tasks, as assigned.

REQUIREMENTS

- **Strong interest in energy** and the energy transition, with a focus on the Canadian landscape. An aptitude for action-oriented research and analysis is an asset.
- Proficiency in **research methods** and an understanding of data collection techniques, such as surveys, interviews, and literature reviews. Demonstrated experience in designing and executing research projects is valuable.
- Experience with **data analysis**, including strong quantitative and qualitative data analysis skills, proficiency in statistical analysis software (e.g., SPSS, R, or Python) and qualitative data analysis tools (e.g., NVivo or Atlas.ti) is a strong asset.
- Knowledge of **data visualization** techniques, through Excel, Canva, InDesign, or other graphic software, with enough proficiency to work with Student Energy's graphic design team.
- Excellent **written and verbal communication skills**, to convey research findings, and communicate with research participants and other stakeholders.

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- **Attention to detail**, including in data collection and management, interview transcription, report writing, and data analysis.
- **Detail-oriented**, highly organized, and self-motivated.
- Experience **working with a team** to achieve a common goal, with the ability to request and incorporate feedback quickly.
- Eager to learn **new skills**, and ready to take on new opportunities as they emerge.

ASSETS

- Experience with interview facilitation.
- Experience working with youth, private sector stakeholders, or doing community engagement. Experience in public speaking and/or communicating to large audiences is also an asset.
- Experience in developmental evaluation, grant-writing, or other specific areas uniquely related to non-profits.
- Ability to communicate in multiple languages, as Student Energy works globally in 100+ countries.

COMPENSATION AND TERM

The Research and Youth Engagement Assistant will be a fixed-term, full time **(40hr/week)** contract of 3 months, starting October 10th and ending Dec 31st, with the strong possibility of a contract extension pending project continuation, for the right candidate.

This position is open to applicants based in Canada, or with eligibility to work in Canada. Location is flexible for this position as Student Energy has transitioned to a virtual work environment.

Compensation for this role is expected to be between CAD \$42,848 - \$52,000 annually, commensurate with experience.

Please do not hesitate to reach out to us, at shakti@studentenergy.org, if you have any questions in the process of preparing your application.

Note: If you are not sure that you qualify, but you 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. Explain why you want the position and why you think you should be considered in your cover letter.

We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.