

STUDENT ENERGY CHAPTERS COORDINATOR / ASSOCIATE

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.

The Chapters Coordinator/Associate will support the delivery and expansion of the Student Energy Chapters program. Chapters are university and college-level hubs run by students that allow students to leverage Student Energy's organizational knowledge and brand to take action on energy in their local communities.

The Chapters Coordinator/Associate is the face of the program and serves as the primary point of contact for all Chapter members and any external inquiries about the program. The general tasks and responsibilities of the Chapter Coordinator/Associate can be broken down into three main categories: Chapter Stewardship, Program Evaluation & Growth, and Chapter Communications.

1. *Chapter Stewardship & Coaching:* The Chapters Coordinator/Associate is responsible for tracking the Chapter's progress throughout the program. This includes having monthly team meetings and monitoring their activities throughout the year.
2. *Program Evaluation* - As someone with the direct engagement with our Chapters program participants, Chapters Coordinator/Associate is responsible for staying up to date with our youth network, identifying gaps in programming or emerging trends and needs of participant, as well as participating in the constant improvement of our program delivery.
3. *Chapter Communications:* The Chapter Coordinator/Associate is responsible for keeping Chapters up to date on upcoming events, Chapter news, and sharing stories from our Chapters Community. This includes curating the monthly program's newsletter, updating the Chapters Hub, program dashboard, regularly interacting with program participants on online community platforms, and sending regular email updates.

TASKS AND RESPONSIBILITIES

Reporting to the Chapters Manager, the Chapters Coordinator/Associate will be responsible for successfully performing the following duties:

- Build organization knowledge of regional and community-specific challenges and opportunities to better support initiatives from our global chapter network
- Execute Student Energy's onboarding process for all new Chapters
- Lead recruitment of new Chapters, particularly in Sub-Saharan Africa
- Develop and facilitate global Chapter communication including Global calls, and online discussions
- Assist in the coaching and skill development of Global Chapters participants
- Research and implement best practices for global Chapters
- Assist Chapters in developing effective local community partnerships
- Working with the Chapters Manager, maintain a community feedback process for chapters to work with Student Energy on continuously improving the program
- Manage the Chapter's knowledge-sharing program to ensure it meets the needs of Chapters, is easy to use, and is relevant in a global context
- Generate new, creative ideas for how Student Energy can continuously add value to Chapters around the world, and accelerate their paths to action on energy
- Work with existing Chapters to identify gaps in the program and areas for updates
- Source newsletter submissions from Student Energy Chapters and manage the monthly submission process
- Write communications materials for distribution to Student Energy's student network
- Other tasks supporting other programs and program initiatives, as needed

REQUIREMENTS

- Passionate about energy and sustainable energy systems
- Interest in digital convening and community building
- Detail-oriented and highly organized
- Creative, go-getter with natural curiosity
- Incredible writer with mastery of English language and grammar
- Self-motivated and driven to produce quality results
- Must be an independent worker
- Experience with facilitation, especially in an intercultural context
- Experience with Squarespace is an asset, but not required
- The successful applicant must have access to a computer as one will not be provided
- The ability to speak a second language is an asset

COMPENSATION AND TERM

Please submit your application by 11:59 pm PST on April 10, 2024. This position is open to both individuals based or eligible to work in Canada, and to international applicants. Location is flexible for this position as Student Energy is a virtual work environment. Shortlisted candidates will be invited for an interview.

The Chapters Coordinator/Associate term will be for one year, starting in April 2024 and ending April 2025, with the possibility of a contract extension for the right candidate.

For Canada-based applicants: The Chapters Coordinator will receive between \$45,000 - 53,000 annual equivalent salary, commensurate with experience, and work full-time at 40 hours per week. Student Energy offers a competitive non-profit compensation package, and a flexible work schedule. Compensation will be discussed during the interview process.

For international candidates: Compensation will be negotiated based on location and experience at an hourly rate, eligible for up to 30 hours per week. Compensation will be discussed during the interview process.