

STUDENT ENERGY GUIDED PROJECTS 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. 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 Guided Projects Coordinator will deliver and support the expansion of the Student Energy Guided Projects (SEGP) program. The program provides training in project management, energy technologies and related topics, as well as funding and other resources, to support youth in implementing sustainable energy solutions, be they proven technologies or new innovations. The program currently offers a single stream which focuses on solar projects, and is intended to offer additional streams focused on energy efficiency, clean cooking and energy entrepreneurship in the near future.

The Guided Projects Coordinator will coordinate the day-to-day activities of an entire cohort of teams participating in a stream of the program. They will coach these teams through the process of developing their project and will review and provide feedback on their deliverables to support participants' learning and project outcomes as they progress through the program. The Guided Projects Coordinator will also recruit teams to participate in the program, recruit industry experts to mentor these teams, host monthly webinars, recruit guest speakers, lead updates to the program's curricula and support the development of new curricula.

TASKS AND RESPONSIBILITIES

Reporting to the Guided Projects Manager, the Guided Projects Coordinator will be responsible for successfully performing the following duties:

- Lead the revision and support the creation of digital education content and resources for Guided Projects participants, focusing on solar-related content in the short-term and energy efficiency, clean cooking and entrepreneurship later on.
- Provide coaching to the participants throughout the program, including guidance in connecting with key project stakeholders (i.e. project host, local contractors, project-specific funders) and advising on best practices and lessons learned from past projects.
- Review deliverables produced by teams in the program with a focus on risk identification and mitigation; provide feedback on deliverables and provide recommendations for team progression to management, including funding disbursement.

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- Recruit program participants through direct outreach, assessing applications, interviewing teams and onboarding new participants.
- Recruit individuals who have extensive industry experience in the roles assumed by participants in the program (e.g. solar project developer, energy efficiency analyst) to mentor teams through the completion of their project and launching their careers.
- Monitor team progress through the program, including curriculum modules and project deliverables, as well as the progress of the cohort as a whole, by creating Asana projects and portfolios and keeping them up to date.
- Manage the program's digital infrastructure, including Google Chat virtual collaboration space, team Google Drive folders, and the program Gmail inbox.
- Host video conferences with entire cohorts to facilitate peer-to-peer learning, and recruit guest speakers to share expert and industry knowledge and perspectives for participants' professional development.
- Support program evaluation and take the lead on designing and implementing methodologies to collect evaluation data including learning outcomes, lessons learned and impact data in accordance with the program's Evaluation Plan and Student Energy's Youth Impact Framework.
- Support outreach to and fostering relationships with potential partners, including advisors, local delivery partners, funders and other program stakeholders.
- Draft content for program communications, such as the monthly SE Programs Newsletter and program overview PDF, and collect media from teams in the program to populate these communications, including photos and videos.
- Other tasks supporting other programs and program initiatives, as needed.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Knowledgeable about energy and sustainable energy systems
- Detail-oriented and highly organized
- Ability to manage many moving parts of a project
- Ability to work collaboratively with a team to achieve a common goal
- Must be eager to learn new skills, and ready to take on whatever comes next
- Desire to build or improve upon leadership skills
- Interest in digital convening and community building
- Creative, go-getter with a natural curiosity
- An incredible writer with a mastery of the English language and grammar
- Action- and detail-oriented
- Self-motivated and driven to produce quality results
- Must be an independent worker

ASSETS

- A university degree in a technical discipline, ideally engineering
- Experience in project development, in particular, clean energy projects
- Experience in facilitative coaching
- Youth and public engagement experience
- Experience developing program content or resource documents
- Project management experience and/or certification
- The ability to speak additional languages is a strong asset, particularly Spanish

COMPENSATION AND TERM

Please submit your application by 11:59 pm PST on April 10, 2024. 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 is a virtual work environment. Shortlisted candidates will be invited for an interview.

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

The Guided Projects Coordinator will receive a \$45,000 - \$53,000 annual equivalent salary, commensurate with experience, and work full time at 40 hours per week. Student Energy offers a competitive benefits package, opportunities for professional development, and a flexible work schedule.