

SEVENGEN MANAGER

POSITION DESCRIPTION

SevenGen Energy is an Indigenous youth-led not-for-profit organization committed to a sustainable and equitable energy future. SevenGen Energy is governed by the SevenGen Indigenous Youth Council, a group of First Nations, Metis, and Inuit young peoples from across Turtle Island. Our mission is to create a space where Indigenous youth and communities are mobilized to advance in the energy sector through capacity building, program development, mentorship and advocacy. As we progress with the goal of empowering and inspiring future Indigenous leaders and changemakers, our energy kin evolves. SevenGen aims to increase awareness, create pathways to education, and foster sustainable partnership development between Indigenous youth, communities, and organizations as it relates to Indigenous knowledge of the Earth.

Student Energy is the charity that hosts SevenGen. Student Energy works with a network of 50,000 youth in 120 countries to empower the next generation of energy leaders who will accelerate the world's transition to a sustainable energy future. 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.

SevenGen is looking to hire a **full-time, fixed term (30-40 hours per week), fully remote SevenGen Manager** to oversee the delivery of core SevenGen programs including the SevenGen Summit 2024, Indigenous youth delegations to conferences, and other future SevenGen program development. The SevenGen Manager will work closely with SevenGen Council, with their employment housed at Student Energy.

About SevenGen Summit 2024

Now building towards its third conference, [The SevenGen Summit](#) aims to **build capacity, confidence, and community among Indigenous youth from across Turtle Island**, while learning from each other and Indigenous leaders in the climate and clean energy sector. With two successful conferences in 2019 and 2022, SevenGen Summit 2024 aims to grow the initiative by bringing together Indigenous young people for a 3-day program of interactive workshops, plenaries, and storytelling, with the goal of fostering kinship systems in an inclusive environment. With only months to go before the Summit, we are seeking a new member of the team who is excited to help bring this vision to life.

[Learn more about SevenGen Summit 2022](#)

Key Tasks

Reporting to Student Energy's Director of Programs, the SevenGen Manager will work with the SevenGen Council and Student Energy in the following ways to deliver SevenGen programs:

- Bring the SevenGen Summit vision to life by contributing to program development, sponsorships, and designing a positive delegate experience
- Effectively manage a team, including the SevenGen Operations Coordinator and potential future hires, to work together to implement projects
- Actively building partnerships with Indigenous communities, organizations, key partners, industry, government organizations, and clean energy proponents;

STUDENTENERGY

- Develop the communication and outreach strategy for the program, with implementation support from the SevenGen Operations Coordinator
- Maintain clean systems for data tracking of all Summit delegates, speakers, and organizations attending the conference;
 - Work with the Operations Coordinator to recruit diverse Indigenous youth from across Turtle Island
- Manage the SevenGen Summit budget, ensuring that costs are clearly tracked and communicated to Student Energy and SevenGen Council on a regular basis
- Develop programs and delegation experiences for Indigenous youth participating in global events, in addition to the SevenGen Summit
- Identify prospective value-aligned partners who can support the future growth of SevenGen programs, and work with Student Energy and SevenGen Council to propose partnership ideas through relationship-building, proposals, and concept notes
- Other tasks as assigned.

REQUIREMENTS

Relevant Experience

- Experience organizing large events, coordinating logistics, and developing programming
- Experience in managing staff capacity, and supporting team members to succeed at their tasks
- Experience in fundraising, engaging with prospective sponsors, speakers, and other supporters
- Experience in delegate relations, and a strong desire to create a safe and inclusive environment for youth (knowledge of social work best practices, event safety, wellness best practices are highly valued)
- Experience creating pitch decks, speaking notes, and other compelling communications materials to promote and amplify events
- Experience managing event budgets and working with event and travel vendors

Professional Skills

- Detail-oriented and highly organized
- Strong communication skills to present information to multiple audiences, including the SevenGen council, Student Energy staff, collaborators, sponsors, partners, and fellow Indigenous youth.
- Receptive to feedback, and continuously improving work outputs
- Eager to build and continuously improve upon leadership skills, and ready to take on whatever comes next
- Strong writer and communicator, with the ability to adapt to SevenGen Energy's voice
- Self-motivated and driven to produce high-quality results
- Must be an independent worker
- Experience working with Google Drive, Asana, Salesforce, and similar computer applications to facilitate remote working, task management, file sharing, and collaboration.

Interests and Values

- Passionate about energy and sustainable energy systems
- Passionate about reconciliation and creating leadership opportunities for Indigenous youth

ASSETS

These are not requirements, but possessing these attributes will help candidates be successful in their role:

- Experience working with Indigenous Communities, including urban and on-reserve communities
- Experience in prospect outreach and fundraising including, but not limited to:
 - Identifying strategic partnerships, and network-based organizations for the SevenGen Summit
 - Completing online research and cold outreach
 - Writing high quality grant proposals
- Experience with social media management, Canva/Illustrator design skills, and executing communications campaigns
- Experience in entrepreneurship, technology, policy innovation, energy industry
- Experience with coaching, mentorship, or consulting
- Experience coordinating virtual events or webinars

COMPENSATION AND TERM

Applications will be reviewed on a rolling basis and will close after 11:59 pm PDT March 17th, 2024. The SevenGen Manager term will be one year, starting April 1, with the possibility of a contract extension 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 is a virtual work environment.

The SevenGen Manager will receive \$54,000-63,000 annual equivalent salary, commensurate with experience, and work full time up to 40 hours per week. Student Energy offers a competitive benefits package, opportunities for professional development, and a flexible work schedule.

Should you require any accommodations to better facilitate the application process to improve accessibility, please contact hr@studentenergy.org with your inquiry and we would be happy to accommodate.

Student Energy is an equal opportunity employer. However, Indigenous youth are strongly encouraged to self-identify and share kinship ties in your application.

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 willing to train the right person. Explain why you want the position and why you think you should be considered in your cover letter.