

SEVENGEN OPERATIONS COORDINATOR

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 Operations Coordinator** to support the delivery of the SevenGen Summit 2024, and other SevenGen program development. The SevenGen Operations Coordinator 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 the SevenGen Manager, the SevenGen Operations Coordinator will work with the SevenGen Council and Student Energy in the following ways to coordinate the SevenGen Summit:

- Help bring the SevenGen Summit vision to life by contributing to program development, speaker recruitment, and designing a positive delegate experience
- Liaise with Indigenous communities, organizations, key partners, industry associations, private corporations, and clean energy proponents;
- Support the development of communication and outreach strategy for the program
 - Manage the SevenGen email, website, and Instagram account, with an eye to digital engagement and community-building before and during the Summit. This includes

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planning and scheduling content up to 1-2 weeks in advance in the Social Media Calendar, ensuring there is a wide variety of timely and relevant content, and utilizing various mediums to reach our target audiences.

- Assist with data tracking of all delegates, speakers, and organizations attending the conference;
 - Coordinate key logistical projects to support the delivery of the Summit, including launching applications, supporting successful applicants, and confirming details with vendors
- Support the SevenGen Manager in logistical and administrative tasks, especially with regard to organizing Indigenous youth delegations and conference attendance
- Support the SevenGen Manager and Sponsorship team to identify prospective funders, or prepare materials such as pitch decks and grant proposals for the SevenGen Summit
- Other tasks as assigned.

REQUIREMENTS

Relevant Experience

- Experience in organizing small or large events, coordinating logistics, and developing programming
- 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 facilitation, event safety, and 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

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- 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 Operations Coordinator 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 Operations Coordinator will receive \$45,000 - \$53,000 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.