

Community Energy Administrator

Overview

You might be who we are looking for IF you are: passionate about communities and climate action, have administrative experience or education and want to learn a lot more quickly while building your network and creating change, are detail oriented, a great communicator, and good at coordinating events and meetings.

Community Energy Association(CEA) (a non-profit society) has an entry-level position available to support senior staff in coordinating workshops, board meetings, travel, communications and research. This is an entry-level position with the potential to advance based on individual performance and organizational needs.

- Compensation: \$25/hr
- Employment type: part-time permanent staff, 3-month probationary period, all CEA positions are contingent on ongoing funding, approximately 21 hours per week
- Location: Flexible, Metro Vancouver area preferred
- Workplace: Home office & onsite, some travel may be required

Desired Qualifications

- Strong personal interest in climate / energy and communities
- Great attention to detail
- Stellar written and verbal communication skills
- Strong knowledge of Microsoft Office Applications
- Positive attitude and strong work ethic
- Experience in
 - event planning / management
 - proof reading
 - office administration
 - graphic design / PowerPoint
 - project / grant reporting
- Degree or equivalent experience related to local governments, climate action, energy, urban planning, sustainability, renewable energy, energy efficiency
- Ability to multitask and enjoy diversity of responsibilities
- Flexible
- Punctual, responsible, reliable, self-starter who is comfortable working remotely and supporting a distributed team
- Fast learner, unafraid to ask questions

To apply

Apply to HR@Communityenergy.bc.ca by March 25th 2016. We thank all applicants for your interest. However, we will only contact those shortlisted for the position. NO telephone inquiries please.

- Send a one-page resume, with at least 2 references.
- Create a short (3 minute or less) video and upload to YouTube and send the link. Please test first.

In the video answer the following questions...

1. Why you want this position
2. Why you think you'd be great for this position
3. The best job you've ever had and what you loved about it.
4. The worst job you've ever had and what you didn't like about it.
5. Any specific training or skill sets you have that you think would be extra valuable in this position.

Duties

Summary

The position is responsible for support functions in three activity areas.

- i) **Communications** – external and internal including weekly staff calls, e-newsletters, blog updates, proof reading reports and conducting research as directed by senior staff
- ii) **Meetings and events** – including project workshops across British Columbia, quarterly CEA board meetings and member meetings, staff retreats, strategic planning sessions and other events.
- iii) **CEA Executive Director and staff** – including staff travel and Executive meetings.

Specifically, the position serves as:

- Meeting Coordinator
- Executive Assistant to the Executive Director
- Staff Travel Consultant
- Coordinator of Communications

Detailed Duties

1. Communications

- Schedule, initiate (via skype for business), and send follow-up items for weekly CEA staff meetings
- Input, copy-edit, and test CEA monthly e-newsletter (VerticalResponse email system)
- Simple updates to CEA website (Wordpress content management system) as needed
- Copy-edit CEA reports, proposals, documents as needed
- Make CEA presentations and documents look awesome
- Coordinate staff updates to input into quarterly member update
- Contribute to proposal development, CEA Annual Report development, deliverables for projects and project reporting.
- Conduct web-based and basic research to support senior staff on projects (note that this part of the position may grow over time based on the aptitudes of the successful candidate)
- Support project managers in narrative and financial reporting to clients / funders
- Coordinate annual CEA Awards program including scheduling judging committee calls, confirming quotes from ministers and mayors for the awards media releases, ensuring all presenters and recipients have correct logistics information for ceremony, and other duties

2. Meetings and Events

- Research and book venues including room setup, AV and facilitation requirements, and site coordination for workshops for projects, set up registration (EventBrite), monitor registrations and prepare name tags and meeting packages
- CEA quarterly board meetings: schedule meetings, assist Executive Director in preparing board and member agendas and packages, arrange venue and confirm room setup and catering, arrange guest speakers and/or facility tours for member meetings, take minutes for board and member meetings and distribute to board and members
- Coordinate other events as required

3. CEA Executive Director and staff

- Arrange travel for Executive Director and CEA staff including confirming dates and locations, booking air, car rental, bus and accommodations while noting the projects that each expense is to be charged to
- Schedule meetings for Executive Director with clients, members, and strategic partners
- Support Chief Financial Officer in financial administration
- Other duties as required in a dynamic organization