

Community Energy Coordinator

Overview

Community Energy Association (CEA) has an entry-level position available be part of our accounting, project controller, and operations support team. There is significant potential to advance in a fast growing organization based on individual performance and organizational needs. To learn more about CEA's policy on caring for clients, people and planet, you can read our report, [Going Beyond](#).

- Compensation: \$45,000 based on 35-hour work week
- Employment type: Permanent salaried staff (flexible 28 or 35 hours/week)
- Location: Metro Vancouver area or Fernie / East Kootenays preferred, other locations will be considered
- Workplace: Home office & onsite, some travel may be required

Desired Qualifications

Extremely important

- Strong personal interest in climate / energy and communities
- Ability to multitask and enjoy diversity of responsibilities
- Self-starter who is comfortable working remotely and supporting a distributed team. Punctual, responsible, reliable
- Great attention to detail
- Positive attitude and strong work ethic

Important

- Excellent written and verbal communication skills
- Experience in
 - Accounting
 - Project management / project controller
 - office administration
 - formatting documents, proof reading and copy editing

Useful

- Degree or equivalent experience related to local governments, climate action, energy, urban planning, sustainability, renewable energy, energy efficiency
- Flexible
- Fast learner, unafraid to ask questions

To Apply

Apply to HR@Communityenergy.bc.ca by **11:59 pm April 11 2021**. 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. Any specific training or skill sets you have that you think would be extra valuable in this position.
4. Where you think you'd need the most support from the rest of the team in this position

Duties Summary

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

1. **Project Management and Accounting** – supporting the Accountant with daily transactions, compiling or reviewing monthly reports, conducting monthly PM updates or check-ins
2. **Project Support and Communications** – external and internal including weekly staff calls, e-newsletters, blog updates, proof reading reports and conducting research as directed by senior staff
3. **Coordination and Events** – including project workshops across British Columbia, quarterly CEA board meetings and member meetings, staff retreats, strategic planning sessions and other events.
4. **CEA Executive Director and Staff** – including staff travel, Executive meetings and expense entry support

Detailed Duties

- **Project Management and Accounting - 65%**
 - Support project managers in narrative and financial reporting to clients / funders
 - Support accounting entries, working in tandem with the accounting department
 - Support project managers in tracking progress, invoicing, and related project control functions
 - Support Chief Financial Officer in financial administration
- **Project Support and Communications - 10%**
 - Input, copy-edit, and distribute CEA monthly e-newsletter
 - Simple updates to CEA website (WordPress content management system) as needed
 - Coordinate staff updates, and external project updates, Contribute to the Annual Report development
 - Contribute to proposal development, deliverables for projects and project reporting.
 - Copy-edit CEA reports, proposals, documents as needed, make CEA presentations and documents look awesome
 - 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)
 - 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
- **Coordination and Events - 15%**
 - Confident with coordinating / running CEA's online meetings and engagements
 - 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
- **CEA Executive Director and Staff - 10%**
 - Arrange travel for 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
 - Other duties as required in a dynamic organization