

Climate Initiatives Coordinator

Overview

Community Energy Association (CEA) has a junior position available to be part of our strategic initiatives team, with focused support on the Kootenay Clean Energy Transition initiative and other projects taking place in the Kootenay, Boundary and Columbia Basin communities. There is significant potential to advance in a fast growing organization based on individual performance and organizational needs.

Our team of 28 continually inspire each other by being profoundly committed, each day, to our shared purpose and to delivering high-quality, impactful work. To continue to empower personal and organizational excellence, CEA respects and supports each staff as necessary, including work flexibility and professional development. To learn more about our policy on caring for clients, people and planet, you can read our report, [Going Beyond](#).

Our work includes developing and re-booting community energy plans, creating plans for local government operations, drafting policy for local governments, publishing research, educating local government staff and elected officials, celebrating local government achievements, assessing renewable energy opportunities, and deploying related infrastructure.

About the Position

- Compensation: \$50,000 base salary (based on 35-hour work week)
- Employment type: Permanent salaried staff (flexible 35 hours/week)
- Location: West Kootenays preferred, other locations will be considered
- Workplace: Home office with travel required

Desired Qualifications

Extremely important

- Strong event planning and facilitation experience
- Ability to multitask and manage a diverse range of responsibilities
- Self-starter who is comfortable working remotely
- Punctual, responsible, reliable
- Positive attitude and strong work ethic

Important

- Strong personal interest in climate / energy and communities
- Excellent written and verbal communication skills
- Confident in public speaking
- Great attention to detail

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

Duties Summary

This two-year position will support the planning and implementation team with the Kootenay Clean Energy Transition, Rossland home retrofit program and other strategic initiatives taking place in Kootenay, Boundary and Columbia Basin communities. The term may be extended on mutual agreement.

Detailed Duties:

Training & Event Coordination – 50%

- Coordinate and facilitate in-person and online meetings, learning opportunities, contractor training sessions and community workshops to accelerate adoption of low carbon and clean energy technologies
- Coordinate event registration and participation: set up session on applicable platform (Eventbrite, Zoom), monitor registrations, communicate with registrants as needed and report on event participation and surveys
- Liaise with industry associations and experts to secure presenters, arrange event details and availability, create bios, and coordinate training materials
- Research and finalize event logistics, book venues and confirm room setup, AV and facilitation requirements
- Provide on-site support as needed for events

Project Support – 25%

- Support all aspects of the Kootenay Clean Energy Transition and other strategic initiatives
- Contribute to fund development activities, including research of applicable programs and drafting of proposals
- Finalize deliverables for projects and project reporting
- Support program administration, including invoicing and reimbursement, booking travel and accommodation, and project tracking
- Conduct web-based and basic research to support senior staff on projects

Communications – 25%

- Support program promotion, marketing and communications, including writing and editing progress reports, presentations, social media posts and web updates
- Work closely with graphic design team to create communication materials
- Copy-edit CEA reports, proposals, documents, presentations as needed, aligned with CEA and program branding
- Engage stakeholders, trades and contractors to enhance involvement in the program

To Apply

Apply to HR@Communityenergy.bc.ca by **noon Pacific time, May 23, 2022**. We thank all applicants for your interest. However, we will only contact those shortlisted for the role. NO telephone inquiries please.



- Send a **one-page resume**, and contacts for at least 2 references
- Create a short (**3 minute or less**) **video**, upload to YouTube and send the link along with the items above. Please test first. In the video answer the following questions:
 1. Why do you want this position?
 2. Why do you think you'd be great for this position and the skills you'll bring to the team?
 3. Any specific training or skill sets you have that you think would be extra valuable in this position?
 4. Where do you think you'd need the most support from the rest of the team in this position?

Learn More About CEA

www.communityenergy.bc.ca
<http://acceleratekootenays.ca/>
<http://www.bcmclc.ca/>
<https://bcclimateleaders.ca/>
<https://closingtheloop.ca/>
<https://mcahub.ca/>