

STUDENT  
**ENERGY**

## COMMUNITY MANAGER

### POSITION DESCRIPTION

Student Energy is seeking an ambitious, creative candidate for a position being added to the rapidly growing organization, our global Community Manager.

The Community Manager is responsible for Student Energy's community of young energy leaders around the world. This includes strategically finding ways Student Energy can better serve them as well as developing operational capacity to maximize the value of the network. The Community Manager will also be the owner of Student Energy's Chapter Model program that maintains and creates campus level clubs dedicated to building the next generation of energy leaders through experiential education, training, and energy-system education. More specifically, the Community Manager will perform the following functions:

#### Strategy

- Aid the Executive Director in developing long-term strategic goals specifically related to better serving the global Student Energy community
- Ensure that Student Energy programs address the broader interests of the community
- Work to define effective methods for empowering and reaching an increasingly diverse audience of future energy leaders
- Monitor and report on key metrics related to the size and composition of the community to be used in organizational reporting
- Work with Manager of Partnerships to develop and maintain Chapters fundraising and external partnerships strategy

#### Relationships and Research

- Research and track trends in the energy industry and energy education sphere specifically around skillsets necessary and/or in demand for the energy transition
- Liaise with energy industry partners to upkeep organizational knowledge and cultivate opportunities for our community
- Establish templates and create plans for energy projects that chapters could undertake in their communities
- Assist Chapters in developing effective community partnerships
- Build organization knowledge of regional and community-specific challenges and opportunities to better support initiatives from our global chapter network

#### Chapters Model

- Lead recruitment of new Chapters
- Execute Student Energy's onboarding process for all new chapters
- Develop and facilitate global chapter communication including monthly president's phone calls, and online discussion forums
- Research and implement best practices for global chapters
- Craft a community feedback process for chapters to work with Student Energy on continuously improving the program

- Manage Chapter's knowledge sharing program to ensure it meets the needs of chapters, is easy to use, and is relevant in a global context
- Generate new, creative ideas for how Student Energy can continuously add value chapters around the world, and accelerate their paths to action on energy

**Communications, Blog and Social Media**

- Write communications materials for distribution to Student Energy's network
- Source bloggers from Student Energy community and manage the submission process
- Develop new, creative strategies for engagement with the community on social media
- Continue to cultivate Student Energy's expertise in digital and in-person community engagement
- Facilitate events, workshops, and trainings for both the Chapters program and to further our work in creating space for youth.

**Energy Literacy Platform**

- Assist in continuous improvement of the Energy Literacy Platform both in its content and format
- Develop and implement strategy for the chapters to leverage the ELP in their work

**SKILLS REQUIRED**

A university or college degree with a keen interest in or focus on energy systems, business, engineering, policy or social innovation is required. Experience working in intercultural settings, the ability to travel internationally, and willingness to work some evenings and weekends for special events is also necessary. Other necessary skills include:

- Must be a self-starter and independent worker, as this position is a leadership role and will require development and management of programs with minimal oversight
- Must be an excellent, dependable team player who can readily adapt to working with many different people
- Flexible, adaptive communicator who can both relate to students and present to CEOs
- Purpose-driven and passionate about empowering others
- Driven and committed to delivering high-quality products that support the development of other people's skills
- Exceptional written and verbal communication skills
- Experience with facilitation, especially in an intercultural context
- Experience communicating with high-level, professional audiences
- Experience in program development, management, and evaluation is an asset
- Project and people management skills and experience
- Must be organized, skilled, and adaptable working with and refining a dynamic process management system
- Experience in process improvement and maximizing efficiency of resources
- Must have an understanding of energy issues, mechanics, and projects, as well as a keen interest in the subject matter
- Experience executing energy-related projects at a university or community level
- Training or experience in social innovation or human centered design is an asset
- Event planning experience is an asset

- Formal training in Marketing and Communications is an asset
- Knowledge of Photoshop, InDesign, and other adobe products is an asset
- Must be a Canadian Permanent Resident or Citizen as a stipulation of funding

#### COMPENSATION AND TERM

*This is a one-year contract position paying \$40,00-50,000 CDN per year with possibility of extension after the initial contract term. A cell phone and health subsidies will also be provided. This position is based in Vancouver, British Columbia.*

#### ABOUT STUDENT ENERGY

*Student Energy is a global not-for-profit that is creating a movement of young leaders committed to accelerating the world's transition to a sustainable energy future.*

*More information about Student Energy can be found at [www.studentenergy.org](http://www.studentenergy.org).*

#### HOW TO APPLY

*Interested and qualified applicants should submit their resume/CV and a cover letter through our [online form](#). Candidates of interest will be contacted for an interview and mock assignment. The position will remain open until filled; however, we will begin contacting applicants for interviews on December 12, 2017 and the ideal start date is January 3, 2018. Questions? Contact [meredith@studentenergy.org](mailto:meredith@studentenergy.org)*