

STUDENT  
**ENERGY**

## APPENDIX A

## PROJECT ASSISTANT

## POSITION DESCRIPTION

Student Energy is looking for a hard-working and passionate **Project Assistant** to join our Fundraising and Partnerships team. We are searching for a student or recent graduate driven to develop new skills and gain experience. This is a part-time (10 hours per week) assistant-level position to help with project administration, project deliverables, market and prospect research, proposal and grant-writing, and assist with other projects as needed.

The Project Assistant will play a pivotal role in supporting the growth of the organizations funding base and delivering on creative projects with Student Energy's partners. We are in a key period of growth as Student Energy breaks into the global partnerships space, and this is an opportunity to work strategically with diverse stakeholders around the world.

Reporting to the Partnerships Manager, the Project Assistant will work with Student Energy in the following ways:

- Work with the Partnerships Manager researching prospects we can target for mutual benefit
- Assist the Partnerships Manager with drafting proposals, the quarterly update and other documents
- Work with the Partnerships Manager to ensure that relationships with organizations are stewarded to the highest standards, and wherever possible tailored to each relationship
- Keep records regarding events and activities taking place
- Monthly administrative tasks including pipeline maintenance on Student Energy's CRM platform, Salesforce, and keeping files up to date in Google Drive
- Inclusion of all partners, funders and donors on the Student Energy website
- Other tasks as assigned

## REQUIREMENTS

**Key Requirements:**

- A strong aptitude for action-orientated research and analysis
- Organized with strong attention to detail
- Strong writer and communicator
- Prepared to adapt priorities from administration and practical organizing to research and analysis
- Comfortable working with metrics, analytics and reporting
- Some experience in sales, administration, marketing/communications, fundraising, and/or project management
- Passionate about youth empowerment and/or sustainable energy systems
- Must be an independent worker as some of the job may be remote

**Assets:**

- Grant-writing experience
- Experience using Salesforce or similar CRM
- Experience using Adobe InDesign or other Adobe suites
- Multiple languages

**Please note:** The successful applicant must have access to a computer as one will not be provided.

## COMPENSATION

The Administrative Assistant will receive \$16/hour CAD and work an average of 10 hours per week with a cap at 40 hours per month. The successful candidate will be allowed to make their own schedule provided they meet deadlines.