

STUDENT
ENERGY

GLOBAL PROJECT COORDINATOR

POSITION DESCRIPTION

Student Energy is looking for a creative, hard-working and passionate **Global Project Coordinator** to join our team. We are searching for a driven individual to dive into a new global initiative Student Energy is launch in partnership with Natural Resources Canada for the Clean Energy Ministerial and Mission Innovation. In this position the selected candidate will aid with market research, reporting, event logistics and event planning as well as assist with other pieces of work as needed.

The Global Project Coordinator will play a pivotal role in supporting the expansion of the organizations programs and play a large role in increasing our global reach. We are in a key period of growth as Student Energy embarks on larger partnerships, and this is an opportunity to learn about the inner workings of non-profits, strategy, and global growth of programs.

Student Energy is excited by the opportunity to partner with NRCAN, CEM, and MI to leverage our youth engagement programs and expertise and engage 50,000+ young people from across the globe in CEM/MI 2019. We will do this by delivering the CEM/MI Youth Track that engages our network virtually through a CEM Ambassador program and in-person through dynamic programming running parallel to the Ministerial in Vancouver. Student Energy will gather multimedia clean growth success stories from around the world and produce a summary report sharing best practices and contributions from youth for the clean energy future. The cross-cutting goal of Student Energy's CEM/MI Youth Track is to showcase the important role of youth to accelerate an economically robust, innovative sustainable energy future.

Reporting to the Executive Director, the Global Project Coordinator will work with Student Energy in the following ways:

- Research prospective Chapters in the specified countries, compiling a master list of contacts to approach for expansion
- Develop and design an application process to become a CEM / MI Youth participant
- Develop communications materials highlighting the work of participants, and work with graphic designers and videographers to produce high-quality materials
- Aid in liaising with partners, member countries, secretariats and NRCAN as necessary.
- Aid in developing a selection criteria to become a CEM / MI Youth participant
- Contact and document success stories and youth bio's from CEM / MI Youth participants
- Lead in the design and development of online training program
- Lead in the coordination and logistics surrounding the hosted delegates
- Lead in the planning and logistics of the May CEM / MI Youth participant event in Vancouver
- Lead in research and development of an outreach plan to connect with the identified organizations
- Work with the Partnerships Manager to develop a framework for the May, Clean Energy Ministerial Event
- 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
- Event management experience

Assets:

- Experience using Salesforce or similar CRM
- Experience using Adobe InDesign or other Adobe suites
- Ability to speak multiple languages is a strong asset as this program requires international outreach.

COMPENSATION

The Global Project Coordinator will receive \$3,750 CAD monthly for a 10-month contract. A cell phone and health subsidy will be provided.

OTHER INFORMATION

This position is based in Student Energy's office in Gastown, Vancouver, BC. You must be legally able to work in Canada to qualify for this position as Student Energy is not able to sponsor people for work visas for this position.