

STUDENT
ENERGY

PROJECT COORDINATOR

POSITION DESCRIPTION

Student Energy is a global charity building the next generation of energy leaders. We are a hard-working, fast paced team devoted to youth empowerment in the world of energy. Our team punches above its weight to develop innovative programs, meaningful international partnerships, and serve our community of young energy changemakers. Check out our [theory of change](#) to see what we do and why.

Student Energy is looking to hire a full-time (40-hours per week) Project Coordinator to help grow our organization through streamlined project coordination, data management, and operations. This person will also assist with the growth of our global Student Energy Chapters and upcoming Leaders Fellowship program.

As a rapidly-growing organization, we are exploring new, innovative ways to deliver on our programs as effectively and efficiently as possible. This role will be central to helping keep track of all Student Energy's moving pieces, maintaining our due diligence, and keeping the organization running smoothly.. If you're someone who enjoys organizing projects, using excel sheets, making the perfect plan -- and then colour coding it! -- we want you on our team.

Reporting to the Executive Director and the Global Community Manager, the Project Coordinator will be involved in multiple projects as the main coordinator of our operations. If you are interested in organizational management and growing your skills in the non-profit sector this is an excellent position for learning the innerworkings of an organization and how they operate.

PROJECTS WILL INCLUDE

- Operations Support
- Project Management
- Student Energy Chapters Support

RESPONSIBILITIES

Organizational Management

- Management of all of Student Energy's data regarding students, professional contacts, and alumni.
 - Organize management systems for Student Energy's CRM, Salesforce
 - Ensure all records are current and up to date
- Act as the data manager for Student Energy, ensuring that we are collecting data that serves the growth of the organization and that all records are up to date and accessible
- Develop reporting dashboards for Student Energy to use publicly and with our board of directors to keep everyone up to date on progress, and maintain transparency within the organization
- Manage Student Energy's compliance with all applicable privacy policies in areas where we work

- Coordinate all financial reporting at Student Energy, and work with our bookkeeper to ensure records are up to date and accurate
- Prepare month-end financial reports and budget updates
- Coordinate schedules of management team
- Manage inquiries to Student Energy's general information email and social media accounts
- Assist with coordination of tasks and projects related to Student Energy's Board of Directors
- Assist team with management of events like the International Student Energy Summit

Project Management

- Coordinate and track key due dates and timelines for Student Energy's projects, ensure that team has the resources they need to complete projects on time
- Coordinate and maintain up to date project budgets
- Manage project reporting and work with the Manager of Partnerships to ensure all reports are submitted in a timely manner

Student Energy Chapters Support

- Assist in onboarding and vetting of new chapters
- Assist with recruitment of new chapter leaders
- Assist with student support for the upcoming Student Energy Leaders program
- Schedule Student energy Leaders activities and track participants`
- Assist with coaching of participants on their practicum projects

QUALIFICATIONS

Note, if you do not feel that you qualify, but you are interested in the position and are willing to learn please apply. We are interested in a diverse team and willing to train the right person. Explain why you want the position and why you think you should be considered in your cover letter.

- Experience with project management and tracking
- Experience with event management
- Experience using excel for budgeting purposes
- Experience managing and tracking complex projects with many moving pieces

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Passionate about energy and sustainable energy systems
- Excellent skills with excel and Microsoft products
- Very organized, and enjoys tracking and putting pieces together
- Incredibly detail oriented
- Good communicator and strong writer
- Fast learner with great problem-solving skills
- Able to work independently and maintain momentum on a project

- Collaborative and a good team member
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Ability to prioritize and manage multiple moving pieces at once
- Interest in non-profit or project management and desire to grow your skills in this field

ASSETS

- Copy editing experience
- Experience with Adobe products
- Experience managing Salesforce or a similar CRM
- Additional language skills, strong preference for French language speakers

COMPENSATION AND TERM

This is a one-year contract position paying \$40,00-50,000 CDN per year plus benefits 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.

OTHER INFORMATION

This position is based in Student Energy's office in Gastown, Vancouver, BC.
Some evening and weekend work may be required (sufficient notice will be provided).

Student Energy welcomes applications from persons of diverse backgrounds and is an equal opportunity employer.

We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.

APPLICATION

Please submit your cover letter and resume using [this form](#).