

STUDENT
ENERGY

CHAPTERS PROJECT ASSISTANT

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 part-time (10 - 15 hours per week) Chapters Project Assistant to help with our [Global Chapters Program](#). This is an ideal position for a student.

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

- Write communications materials for distribution to Student Energy's student network
- Source submissions from Student Energy Chapters and manage the monthly submission process
- Curate the monthly Global Chapters newsletter
- Organizing meetings between the Global Community Manager and Global Chapters.
- Other tasks as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Passionate about energy and sustainable energy systems
- Detail-oriented and highly organized
- Creative, go-getter with natural curiosity
- Incredible writer with mastery of English language and grammar
- Desire to build or improve upon leadership skills
- Experience working with a team to achieve a common goal
- Self-motivated and driven to produce quality results
- Must be an independent worker as some of the job may be remote
- Must be eager to learn new skills, and ready to take on whatever comes next
- The successful applicant must have access to a computer as one will not be provided
- The ability to speak a second language is an asset

COMPENSATION AND TERM

The Project Assistant will receive \$16/hour CAD, and work 10 – 15 hours a week, with a cap of 60 hours a month from **January 27, 2020 until April 30, 2020**. This opportunity could develop into a full-time opportunity through the summer, for the right candidate. This position is based in Student Energy's office in Gastown, Vancouver, BC. Schedule can be flexible to accommodate school or other commitments, but some time each week in the office will be required.

Please apply using this [Google Form](#) by January 6, 2020.