EMPLOYMENT OPPORTUNITY POSTING

REGIONAL ENERGY COORDINATOR

CLASSIFICATION: **Term Contract – 2 years**
SALARY: **Commensurate with qualifications and experience**
LOCATION: **Ogemawahj Tribal Council Office**
DEADLINE TO APPLY: **Tuesday, June 30, 2020 at 4:00pm**

The Ogemawahj Tribal Council (OTC), consisting of the Chippewas of Beausoleil, Chippewas of Georgina Island, Chippewas of Rama, Mississaugas of Alderville, Mississaugas of Scugog Island and the Pottawatomi of Moose Deer Point First Nations, supports the overall goals and objectives of all of its member First Nations in the development and facilitation of a superior service delivery organization. In keeping with this mandate, a self-starting, highly motivated individual is required to assume the responsibilities of Regional Energy Coordinator.

Reporting the OTC Executive Director, the primary responsibility of the Regional Energy Coordinator is to coordinate the objectives and deliverables as set out in the applicable energy programs (Community Energy Champion, Education and Capacity Building and Community Energy Planning) being implemented at the Ogemawahj Tribal Council and in its member communities. The position will entail supporting and advancing the CEP's (Community Energy Plans) in each of the OTC communities as well as pursuing the development of a regional CEP for the OTC. The position will require a highly engaged approach in working with communities to implement their current plans, initiate a regional OTC plan, provide education and awareness on energy related topics and initiatives, establish an energy network of people and resources for the OTC, as well as act as a liaison for the communities with other First Nation organizations with a particular focus on those working in the energy sector. It will require working closely with the OTC's technical department in delivering exceptional technical expertise by providing workshops and training related to energy as well as assisting with other OTC Technical events. In addition, the position will the candidate to be knowledgeable on a variety of topics related First Nation's energy and will require that research and capacity building be a part of their regular development.

MINIMUM QUALIFICATIONS:

- Post-secondary degree / diploma in Environmental Engineering and/or 3-5 years of similar work experience in the energy sector
- Previous experience with data collecting (Ability to collect, document, analyze and interpret data and information)
- Demonstrated skills in report writing; technical document review; organizing meetings and events;
- Must be able to effectively achieve measurable objectives within directed work plans;
- Must be self-motivated and able to effectively work with minimal supervision/direction
- Extensive experience in research and analysis
- Must be able to consult with First Nation community members
- Must be able to handle a variety of different work types (e.g. desk, field, public, team, independent)
- Must have proficient computer skills and proven experience with word processing, spreadsheet, file management and working knowledge of energy related technical software, preferably in a Microsoft environment.
- Ability to work flexible hours. May be required to make themselves available on evenings and weekends as needed.
- Must have a valid Class G Ontario Driver's License, $2 million in public liability insurance and access to reliable transportation.
- Criminal Reference check relevant to the position.

KNOWLEDGE AND SKILLS:

- Effective leadership skills, with a strong focus on team management
- Highly developed verbal communication ability, including public speaking
- Be accurate, timely, detail oriented, organized, a self-starter, and able to prioritize workload.
- Knowledge of mathematical and engineering science concepts
- Ability to manage budgets and finances.
- Ability to identify and resolve issues in a timely manner
- Strategic thinking and problem solving ability
- Grant and proposal writing experience is an asset
- Understanding of IESO First Nations and Incentive programs including IEP, CEP, ECB, CEC and Retrofit an asset.

PLEASE SEND APPLICATIONS TO:

Ogemawahj Tribal Council,
Attention: Executive Director
5984 Rama Road
Rama, ON L3V 6H6
Or via email to:
mmccue-king@ogemawahj.on.ca
For more info, please call: (705) 329-2511

Candidates must provide a detailed resume, cover letter and three references by the deadline. Please mark on the envelope "Regional Energy Coordinator Position." Only those selected for an interview will be notified. **Full job description available upon request**. Late applications will not be considered.