



EMPLOYMENT OPPORTUNITY POSTING

ENERGY INTERN

CLASSIFICATION: Term Contract – 2 years
SALARY: Commensurate with qualifications and experience
LOCATION: Ogemawahj Tribal Council Office
DEADLINE TO APPLY: Open Until Filled

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 Energy Intern.

Reporting to the Tribal Council Engineer and Executive Director, the primary responsibility of the Energy Intern 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 supporting the development of a Regional Energy Plan for the OTC. The position will require a highly engaged approach in working with communities to implement their current plans, provide education and awareness on energy related topics and initiatives, 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 supporting and delivering workshops and training related to energy as well as assisting with other OTC Technical events. In addition, the position will require the candidate to have some knowledge on a variety of topics related to 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 related field and/or 3-5 years of similar work experience in the energy sector with a strong focus on communications / community engagement
- Previous experience with data collecting (Ability to collect, document, analyze and interpret data and information)
- Demonstrated skills in report writing, 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.
- Experience in research and analysis.
- Must be able to consult and engage 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 Microsoft Outlook, Word, Excel, and PowerPoint. Working knowledge of energy related technical software and shared file management system.
- 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.
- Working knowledge of mathematical and engineering science concepts.
- Working knowledge of 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

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 "Energy Intern Position." Only those selected for an interview will be notified. **Full job description available upon request.** Late applications will not be considered.