



**CHIPPEWAS OF GEORGINA ISLAND
FIRST NATION**

JOB POSTING

Community Energy Champion

Reports To: Environmental Coordinator

Classification: Temporary Full Time (1 year @ 35 hours per week)

General Description of Duties:

- Responsibilities may include, but are not limited to project planning, scheduling, allocation of personnel and resources, budgeting, and regular communication with members, staff, management and leadership.
- Developing and administering project proposals, work plans, and project costing/budgeting for energy related initiatives in the community.
- Completing action items set out in the community energy plan.
- Reviewing, updating, modifying and reporting on the community energy plan over time.
- Act as an energy education and conservation resource for the community and membership.
- Develop a positive working relationship between the community, community members and Hydro One.
- Oversee multiple projects simultaneously
- Prepare and review reports, conduct presentations for multiple stakeholders

Qualifications:

- College and/or University degree is mandatory or equivalent experience with 3+ years project coordination
- Effective leadership skills, with a strong focus on team management
- Highly developed verbal communication ability, including public speaking
- Advanced writing ability is mandatory
- Extensive experience in research and analysis
- Strategic thinking and problem solving ability
- Grant and proposal writing experience
- Proficient with Microsoft Office programs
- Ability to manage budgets and finances
- Ability to work flexible hours. Must be available evenings and weekends as needed.
- Valid driver's license and reliable transportation

Closing Date: **March 8, 2019**

Contact: Harmony Taylor, Human Resources Manager
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An application form must be completed to apply for this position. Applications Forms are available at the Chippewas of Georgina Island Administration Office.

*****Only applicants meeting the minimum requirements will be contacted*****

Resumes may be submitted by fax or e-mail. Job Description is available upon request.

Posted: January-8-19