



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Canadian Indigenous Peoples with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

17 – 2595 Main Street

Winnipeg, MB R2V 4W3

Subsidiary Offices:

Kenora • Midland • Ottawa • London • Sandy Lake • Winnipeg

# Job Board Posting



Careers.Indigenous.Link

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## Community Energy Champion (Full Time, 3 Year Contract)

<b>Job ID</b>	<b>A3-36-44-24-D3-FC</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A3-36-44-24-D3-FC">https://careers.indigenous.link/viewjob?jobname=A3-36-44-24-D3-FC</a>	
<b>Company</b>	Caldwell First Nation	
<b>Location</b>	Leamington, Ontario	
<b>Date Posted</b>	From: 2021-04-07	To: 2021-10-04
<b>Job</b>	Type: Fixed-term	Category: Miscellaneous
<b>Job Salary</b>	50,000	
<b>Languages</b>	English	

### Description

The Community Energy Champion is the staff resource tasked with managing and coordinating energy related initiatives and activities with Caldwell First Nation (CFN).

#### Principle Duties & Responsibilities

- â€¢ 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;
- â€¢ Developing and administering project proposals, work plans, and project costing/budgeting for energy related initiatives in the community;
- â€¢ Developing, reviewing, and modifying CFN's community energy plan including routinely updating, modifying and reporting over the course of the project as required;
- â€¢ Prioritizing and completing action items set out in the community energy plan;
- â€¢ Acting as an energy education and conservation resource for the CFN community and citizenship;
- â€¢ Developing a positive working relationship between the community, community members, CFN's Consultation Coordinators and Hydro One;
- â€¢ Oversee multiple projects simultaneously; keep stakeholders and CFN Staff informed of the project development and ensuring that project objectives are met;
- â€¢ Prepare and review reports, conduct presentations for multiple stakeholders;
- â€¢ Complete all reporting requirements as stipulated in the funding agreements for all energy related;
- â€¢ Other duties as assigned.

#### Qualifications

- â€¢ Post-secondary diploma/degree in a related field;
- â€¢ Previous experience with data collecting (ability to collect, document, analyze and interpret data and information);
- â€¢ Demonstrated skills in report writing; technical document review; organizing meetings and events;

• Must have computer skills and proven experience with word processing, spreadsheets, file management and working knowledge of energy related technical software, preferably in a Microsoft environment;

• Must have valid Class G™ driver's license with reliable method of transportation;

• Clean Vulnerable Sector Check.

• Clean Driver's Abstract.

• Must be able to effectively achieve measurable objectives within directed work plans;

• Extensive experience in research and analysis;

• Must be able to handle a variety of different work types (eg. desk, field, public, team, independent);

• Grant and proposal writing experience;

• Proven to be accurate, timely, detail oriented, organized, a self-start and able to prioritize workload;

• Must have knowledge in various energy sources and environmental sustainability.

• Other duties as reasonably required.

Applications MUST Include:

• Current cover letter.

• Current resume.

• Three references on your behalf with appropriate contact information. One should be your current or most recent employer.

Contract length: 36 months

Job Type: Contract

### **How to Apply**

Please email cover letter and resume to James Siu at [hr@caldwellfirstnation.ca](mailto:hr@caldwellfirstnation.ca)