

Network Coordinator

Overview

Community Energy Association (CEA) is seeking a **Network Coordinator** to join the Capacity and Leadership Development (CLD) team to provide broad support to various staff and elected official networks in BC and Alberta. CEA's peer networks address a spectrum of high-priority climate action topics and foster regional collaboration and alignment. Through our networks and capacity-building initiatives, we empower the dedicated staff and elected officials in local governments and Indigenous communities with the technical skills, tools, confidence, and invaluable peer support necessary for effective solution implementation.

Our team of 50 continually inspire each other by being profoundly committed, each day, to our shared purpose and delivering high-quality, impactful work. We are committed to meeting client goals and objectives and, as a non-profit, we ensure that everything we learn is accessible and creates opportunities for communities to replicate successes. To learn more about our policy on caring for clients, people and planet, you can read our report, [Going Beyond](#).

Our work includes creating community projects and plans, implementing infrastructure projects, facilitating opportunities to share information and build collaboration among communities and sectors, and developing public engagement campaigns. These activities are funded by public and private organizations that share a commitment to local climate leadership.

About the Position

- Experience-based compensation based on a 35-hour work week:
 - \$55,000 - \$65,000 dependent on qualifications and experience
- Employment type: Permanent salaried staff (flexible 28-35 hours/week)
- Location: Remote within Canada
- Workplace: Home office with computer and home office allowance provided
- Competitive benefits package and 5 weeks' annual vacation (pro-rated based on start date)

Desired Competencies

Extremely important

- Relevant experience or education
- Advanced organization and time management skills
- Ability to prioritize tasks, set goals, and develop systems for achieving those goals
- Ability to work independently on tasks and collaboratively on strategies
- Demonstrated customer service approach and relationship building skills
- Strong personal interest in climate action
- Excellent verbal and written communication skills
- Self-directed and comfortable with remote work
- Positive attitude and strong work ethic

Important

- Creative, flexible, and proactive problem-solving approach
- Ability to manage a diverse range of responsibilities
- Economic and scenario modeling experience
- Willingness to learn and adapt in a constantly changing environment
- Collaborative and open-minded
- Thorough working knowledge of Microsoft Office tools (Word, Excel, PowerPoint, Teams)
- Alignment and support for CEA's commitment to Reconciliation
- Experience with CRM solutions (preferably Zoho CRM)
- Knowledge and familiarity with WordPress

Duties Summary

This position will comprise:

Networks Support – 80%

- A variety of administrative tasks as needed related to running virtual Network meetings including scheduling, timely member communications, and Zoom management.
- Onboard new members to the networks by giving a snapshot of the different network workplans as well as sharing the digital resources available.
- Logistical support for occasional in-person events including facility and caterer booking, staff travel arrangements, etc.
- Support Project Managers with reporting and impact measurement.
- Assist with the development and monitoring of project workplans and budgets.

Other Support – 20%

- Dependent on skill set, assist with a range of project activities that could include research, writing and/or copy editing, stakeholder engagement, and data analysis.
- Help as needed with onboarding network members to the Climate Action Dashboard and/or providing low-level tech support as needed.

To Apply

Apply to HR@Communityenergy.bc.ca by **11 pm (Pacific Time) on April 19th, 2024**. We thank all applicants for their interest. However, we will only contact those shortlisted for the role. NO telephone inquiries please.

- Send a **2–3-page resume**, and contacts for at least 2 references.
- Create a short (3 minute or less) **video**, upload to YouTube or your personal drive and send the link along with the items above. Please test first. In the video answer the following questions:
 1. Why do you want this position?
 2. What specific training, experience or skill sets you have that you think would be valuable in this position.
 3. What is one organizational superpower you would bring to the team?

Learn More About CEA

www.communityenergy.ca

www.communityenergy.ca/peer-networks