



Ulkatcho Clean Energy Coordinator

Ulkatcho First Nation/WCFP has partnered with BC Hydro and Ministry of Energy, Mines & Petroleum Resources to create an exciting career opportunity in our community. The new half time position will work with Community members to advocate for energy conservation, Ulkatcho Housing Manager to improve home heating efficiencies and Ulkatcho Clean Energy Team with the goal to build a Utility company for Ulkatcho.

Reporting to Steve James and working closely with the Ulkatcho Clean Energy Team will have the following **core responsibilities**:

- Develop and execute a workplan including the planning and coordination of energy and climate activities and deliverables associated with capacity building, clean energy, demand side management, adapting to climate change, and community engagement. Specific tasks may include:
 - Working with Ulkatcho Housing Director on energy saving projects
 - May include managing contractors to perform home energy efficiency upgrades
 - Engage community members on the impacts of climate change, and begin planning for community resiliency
 - Working with Ulkatcho Clean Energy Team, and contractors to determine which projects are best suited to the community
 - Developing communication materials, and sharing information with the broader community
 - Conducting community engagement, including surveys
 - Presenting information to leadership for decision
- Participate in training and capacity building opportunities aimed at items such as office skills, project management, leadership, energy efficiency, and community engagement.
- Participate in monthly coaching with a trained coach to improve self and continuously build capacity to meet the job responsibilities of an Indigenous Energy Manager.



Specific skills, which will be fostered on the job through mentorship and training, include:

- Good sense of organization
 - Ability and willingness to learn on the job, through mentorship, and organized training courses
 - Ability or interest to learn how to manage small and medium sized community projects
 - Verbal and written communications
 - Interest in clean energy, climate change, and community empowerment
 - Open to learning, making mistakes, working with a peer network, and mentors
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- Project Management would be considered an asset.
 - Must have experience with Microsoft Word, Excel and Outlook.
 - Must have a valid driver's license

Please submit your Cover Letter and Resume to Steve James at sjames@chilcotinfo.ca by June 23, 2020 at 1:00 pm