



EMPLOYMENT OPPORTUNITY

COMMUNITY ENERGY CHAMPION

6 month Contract – *with the possibility of an extension*

SALARY: \$17.00 - \$21.00/hour (Depending on Education & Experience)

The Whitefish River First Nation is seeking an innovative and energetic individual to complete action items identified in the Whitefish River First Nation Energy Plan and Education & Capacity Building (ECB) Projects. Reporting to the Housing Manager, the Community Energy Advisor will develop, administer and educate unique projects relating to Energy, and as identified in the Whitefish River First Nation Energy Plan.

RESPONSIBILITIES:

- 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 within WRFN;
- Reviewing, updating, modifying, and reporting on WRFN's various energy initiatives throughout fiscal year;
- Re-establish a Community Energy Committee; hold quarterly meetings;
- Staff resource for a Community Energy Committee designed to support the energy desires of Whitefish River First Nation;
- Act as an energy education and conservation resources for the community and membership;
- Organize and assist in the delivery of community engagement and energy events, a community outreach program, youth capacity building workshops, and WRFN staff training sessions;
- Assist in the research required for non-commercial related energy generation projects;
- Oversee multiple projects simultaneously; and
- Prepare and review reports, conduct presentations for multiple stakeholders relating to Energy.

QUALIFICATIONS:

- Post-Secondary Diploma or Degree in one of the areas of: Science, Energy or Environment related studies;
- Experience in First Nation organization in the area of lands, environment and/or energy is considered an asset;
- Knowledge of the First Nation culture and traditions or have the willingness to learn;
- Valid Driver's License and access to a reliable vehicle;
- Excellent communication skills that includes both written and verbal;
- Able to travel and work flexible hours as approved by Supervisor;
- Must have advanced computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook, Internet, and Adobe Acrobat Pro.

Applications will be accepted via email, fax and mail or in-person:

CONFIDENTIAL:

Whitefish River First Nation; 17-A Rainbow Ridge Road; P.O. Box 188; Birch Island; ON POP1A0

Email: applications@whitefishriver.ca; Fax: (705)285-4532

DEADLINE TO APPLY: November 26, 2021 AT 4:30 P.M.

(LATE APPLICATIONS WILL NOT BE ACCEPTED)

Applications must include the following:

Cover letter, current resume, and three (3) work related reference letters (with contact information).

Successful candidates must submit an original/current copy of their Police Record Check before employment.

We thank all who apply, however only those applicants selected for an interview will be contacted.