



# COMMUNITY ENERGY CHAMPION

## EMPLOYMENT OPPORTUNITY



**Term:** Full-time Contract (to March 31, 2026)

**Salary:** \$25.00/hour

**Hours:** 35 hours/week

*Whitefish River First Nation is currently seeking an energetic, innovative, and motivated individual to develop, manage, and coordinate energy-related initiatives and activities within the community. This position requires proactiveness, excellent customer service skills, and excellent interpersonal skills. The Community Energy Champion will complete action items identified in the Whitefish River First Nation Energy Plan and Education and Capacity Building (ECB) Projects.*

### The Community Energy Champion will be responsible to:

- Review, update, and report on the community energy plan throughout the fiscal year.
- Develop and administer project proposals, work plans, and project costing/budgeting for energy-related initiatives in the community.
- Complete action items set out in the community energy plan and other energy-related initiatives.
- Monitor energy conservation activities.
- Complete and submit preliminary applications for funding of new and existing conservation programs.
- Complete all reporting requirements as stipulated in the funding agreements for all energy-related programs and initiatives.
- Act as an energy education and conservation resource for the community and membership.
- Organize and deliver training sessions to community members regarding energy usage and conservation.
- Conduct presentations for membership and multiple stakeholders to ensure transparency in project development and objectives.
- Establish a Community Energy Committee and hold quarterly meetings
- Other duties as requested. For a complete job description email [hrmanager@whitefishriver.ca](mailto:hrmanager@whitefishriver.ca)

### QUALIFICATIONS:

Grade 12 Diploma or equivalent required.

Post-secondary diploma or degree in Science, Engineering, Energy, or Environmental studies would be an asset.

Proficient with Microsoft Office programs, such as Word, Excel, and PowerPoint.

Current First Aid and CPR Level C (or willingness to obtain).

Valid Ontario Class G Driver's License and access to a reliable.

Previous data collection and analysis experience would be an asset.

Previous grant and proposal writing experience would be an asset.

Previous financial and budget management experience preferred.

### OTHER:

Excellent interpersonal skills.

Excellent problem-solving and critical-thinking skills.

Exceptional organization and time-management skills.

Ability to adapt to changing work demands and manage competing priorities.

High level of attention to detail and a high degree of accuracy.

Highly self-motivated with an ability to work independently.

Strong work ethic.

Willingness to work flexible hours, including evenings and weekends as needed.

**APPLICATION DEADLINE: FEBRUARY 2<sup>nd</sup>, 2024 at 4:30 p.m.**

Interested applicants must submit a current cover letter, resume, two (2) work-related references, and one (1) character reference (with contact information) to:

### CONFIDENTIAL: COMMUNITY ENERGY CHAMPION

c/o Human Resources

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON POP1A0

Email: [jobapplications@whitefishriver.ca](mailto:jobapplications@whitefishriver.ca) Fax: (705)285-4532

*Miigwetch to all who apply, however only those applicants selected for an interview will be contacted.*