



Caldwell First Nation

14 Orange Street, Leamington, Ontario N8H 1P5

Phone: 519-322-1766 | Fax: 519-322-1533

Date Posted: March 31, 2021

Closing Date: April 14, 2021 at 4:00pm

POSITION:	COMMUNITY ENERGY CHAMPION
DEPARTMENT:	CONSULTATION DEPARTMENT
REPORT TO:	ENVIRONMENTAL & CONSULTATION COORDINATOR
STATUS:	FULL-TIME, 3-YEAR CONTRACT POSITION

Job Summary:

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

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

Qualifications

- Post-secondary diploma/degree in a related field;
- Previous experience with data collecting (ability to collect, document, analyze and interpret data and information);
- 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.

Please submit cover letter and resume to:

James Siu, Human Resources Generalist

Caldwell First Nation

14 Orange Street

Leamington, ON N8H 1P5

hr@caldwellfirstnation.ca

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