



Employment Opportunity Junior-Intermediate Energy Projects Lead

About Keepers of the Circle

Keepers of the Circle is an Indigenous Hub operated by the Temiskaming Native Women's Support Group (TNWSG), a non-profit organization founded in 1997 to promote the economic, cultural, and social equity of Indigenous women. The TNWSG was also mandated to establish culturally based programs and services for Indigenous women and their families in the District of Temiskaming. In 2018, the mandate extended across the province with our appointment as the Ontario representative for the Native Women's Association of Canada. Keepers of the Circle (KOTC) programming is focused on the restoration and retention of Indigenous languages and Indigenous Traditional Knowledge; economic security and self-determination; and creating culturally safe spaces for Indigenous women and families.

About the Role

Keepers of the Circle is looking to recruit a junior to intermediate Energy Projects Lead to build capacity and lead our clean energy and energy efficiency programs and training. The position is a pathway to grow skills and experience within the energy sector and support learning for those who may not have previous education or experience in the field. The Energy Projects Lead position is open to a candidate who has a demonstrable interest in the field of renewable energy and is willing to take on this role as a learning and growth opportunity to further their skills development. As a Energy Projects Lead, you will be mentored and learn from the Senior Energy Projects Lead as you support the development of various energy projects for Keepers of the Circle and our partnered communities. With the growing green economy, Keepers of the Circle is looking to expand training and programming to support Indigenous communities to pursue their energy sovereignty and security.

As the Energy Projects Lead, you would be responsible for working with the Senior Energy Projects lead to manage and coordinate existing energy projects while also leading opportunities to expand our activities through grant writing and engagements with industry and community partners. In alignment with Canada's goals to be net-zero by 2050, we are looking to build capacity for our organization to support local communities to implement community-led energy projects. The Energy Projects Lead would support in:

- Arranging and delivering workshops and presentations to increase awareness of clean energy solutions.
- Building pathways to design and implement localized energy solutions.
- Co-creating training curriculum and programs to support Indigenous Peoples to pursue careers in clean energy.

The positions will require some travel in Northern Ontario.

Requirements and Skills

- Excellent oral and written communication skills
- Comfortable presenting online and in person for workshops and events
- Strong interpersonal skills
- Experience working with the Indigenous community
- Collaboration and teamwork

- Highly organized
- Efficient with time management
- Ability to apply critical thinking to solve complex issues
- Motivated to learn and develop new skills
- Proficiency in administrative tasks such as filing, documentation, tracking, and organizational support.
- Working knowledge of MS Office include Word, Excel, PowerPoint
- Respect for diversity and inclusion
- Able to demonstrate a high level of professionalism
- Ability to travel and a valid G license

Assets:

- A post-secondary degree in environmental science, energy management, energy systems, or experience in a related field or similar projects
- Community engagement skills
- Grant writing and fundraising
- Event planning
- Curriculum development experience
- Understanding of renewable energy and energy efficiency and experience in the energy sector
- Coordination/management experience
- Certified Energy Advisor Training or knowledge of energy auditing
- Experience developing training curriculum or facilitating groups
- Trauma-informed training
- Knowledge of Indigenous languages spoken in the region

Keepers of the Circle value the local community and preference will be given to recruit a local candidate who can be on-site at one of our site locations (Kirkland Lake and New Liskeard) and has a thorough understanding of the Northern landscape. Remote employees living in Ontario may be considered.

We strongly encourage you to self-identify if you have status or are a community affiliate.

Even if you don't think you meet the listed requirements, we still encourage you to apply! We're looking for an enthusiastic individual who is willing to learn and eager to gain skills in the renewable energy/energy efficiency sector.

Inclusion, Diversity, Equity & Accessibility

We advocate for the presence and contributions of all people regardless of ability, age, cultural background, education, ethnic origin, gender expression, gender identity, immigration status, language, marital status, nationality, physical appearance, political affiliations, perspective, race, religion, sexual orientation, sexuality, family status, socioeconomic status, or other such considerations, and intersectionality's therein. As an Indigenous organization, Keepers of the Circle has an affirmative action policy that prioritizes the hiring of Indigenous Peoples and community affiliates. Please let us know of any specific requirements during the application process by emailing hr@keepersofthecircle.com – we are happy to work with you on accommodation requests.

How To Apply

Applications will be accepted until **April 19, 2024 at 4pm EST**. Please send your resume and cover letter to hr@keepersofthecircle.com with the subject title "Energy Projects Lead Job Application – (Your Name)".