



Beausoleil First Nation

Eleven O'gemaa Miikan
Christian Island, ON
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705-247-2051 Fax: 705-247-2239 Email: jobs@chimnissing.ca

Posted: 10-12-2023

EMPLOYMENT OPPORTUNITY

The Community Energy Champion will be the staff resource tasked with assisting with the management and coordination of projects and staff workplans, including energy related initiatives and activities within the First Nation Community.

DUTIES AND RESPONSIBILITIES

Project Management

- 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.
- Assist with the development of tendering documents (RFPs, RFQs, etc.)
- Assist with the development of studies and reports on operations in the community
- Completing action items set out in the community plans.
- Reviewing, updating, modifying and reporting on the community energy plan over time.
- Act as an energy education and conservation resource for the community and membership.
- Develop a positive working relationship between the community, community members and Hydro One.
- Oversee multiple projects simultaneously
- Prepare and review reports, conduct presentations for multiple stakeholders

Administrative

- Develop filing systems for projects, departments, etc.
- Creating policies related to the delivery of projects and services
- Management of customer requests
- Development of work orders
- Development of efficient internal systems (e.g. Quotes, invoicing, etc.)
- Assist with reporting on funding, including progress reports, project summaries, claims reports

SKILLS

- Effective leadership skills, with a strong focus on team management
- Highly developed verbal communication ability, including public speaking
- Advanced writing ability is mandatory
- Extensive experience in research and analysis
- Strategic thinking and problem solving ability
- Grant and proposal writing experience
- Must be able to consult with Band members
- Must be able to handle a variety of different work types (e.g. desk, field, public, team, independent)
- Be accurate, timely, detail oriented, organized, a self-starter, and able to prioritize workload.
- Proficient with Microsoft Office programs
- Knowledge of mathematical concepts
- Ability to manage budgets and finances.
- Ability to identify and resolve issues in a timely manner



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QUALIFICATIONS

- Related post secondary education
- Previous experience with data collecting (Ability to collect, document, analyze and interpret data and information)
- Ability to work flexible hours. Must be available evenings and weekends as needed.
- Valid driver's license and reliable transportation

Hours of Work: Full-time - 35 hours per week
Duration: 3-year term contract
Supervisor: Lindsay Cass, Director of Capital and Public Works
Salary: DOQ

Applications can be emailed or delivered to the front desk at the Beausoleil First Nation Administration Building. Applications must consist of the following: Cover letter, resume and copies of relevant diplomas/certificates/licenses. Your application package must be clearly marked with your name and the position you are applying for to jobs@chimnissing.ca
We thank all who apply; however only those selected for an interview will be contacted.