



Malahat Nation

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Community Energy Coordinator

REPORTS TO Executive Director Infrastructure & Capital Projects **START DATE** As Soon As Possible

COMPENSATION \$34.20 – \$37.20 per hour (NEE: A 18 to 21)
- *subject to education and / or experience* **STATUS** Full-Time, 35-hours / week
Term to Mar 31, 2025

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation has partnered the Energy Peers in Indigenous Communities (EPIC) Network to create an exciting career opportunity. The Community Energy Coordinator will join a peer network of similar positions in up to eight grid connected First Nations communities to support and advance clean energy, energy efficiency, and climate adaptation projects within their community.

Malahat Nation is looking for the right candidate to join our Operations & Maintenance team! We are looking for fun, energetic, dependable and organized staff. Our staff are offered opportunities for professional growth and development.

PURPOSE: Reporting to the Executive Director Infrastructure & Capital Projects, and working closely with the EPIC Network Lead and EPIC Network Coordinator, the Community Energy Coordinator work involves planning and implementing energy efficiency, and meet other related community objectives. *This position is a fulltime term position that works in the office and in community, with minimal local travel as required.*

RESPONSIBILITIES:

- Develop and execute a work plan including the planning and coordination of energy and climate activities and deliverables associated with capacity building, clean energy, demand side management, adapting to climate change, and community engagement. Specific tasks may include:
 - Lead the updating of the Malahat Nation Community Energy Plan (CEP) and implementing the recommendations in the CEP;
 - Manage contractors to perform home energy efficiency assessments and upgrades;
 - Support the development of infrastructure to generate additional clean energy;
 - Engage community members on the impacts of climate change, and begin planning for community resiliency;
 - Work with the peer network, mentors, EPIC, and contractors to determine which community resiliency projects are best suited to the community;
 - Manage and execute projects, including but not limited to:
 - Energy efficiency upgrades of homes and community buildings;
 - Update the community energy plan;
 - Develop a community energy asset management plan;
 - Other projects, to be determined in work planning;
 - Develop communication materials and share information with the broader community;
 - Conduct community engagement including surveys;
 - Present information to leadership for decision;
- Participate in group and individual training and capacity building opportunities aimed at items such as office skills, project management, leadership, renewable energy development, energy efficiency, and community engagement
- Participate in monthly coaching with a trained coach to improve self and continuously build capacity to meet the job responsibilities of an Indigenous Energy Coordinator;
- Attend peer network sessions to share and transfer knowledge with peer network from up to eight First Nations communities;
- Attend an annual in-person gathering;
- Other duties as required.

EDUCATION AND EXPERIENCE:

- Grade 12 minimum, or equivalent
- Diploma, undergraduate degree, or experience related to energy, utilities, asset management, lands and resources, or an acceptable combination of related education, and / or training (*preferred but not necessary*)
- Minimum 1-year work experience in admin or office setting required
- Experience working in a First Nations community and a willingness to learn about Malahat culture, customs, and traditions is an asset
- Criminal Record Check (CRC) required
- Valid BC Driver's License and reliable vehicle required
- Effective December 3, 2021 full vaccination against COVID-19 is required to be eligible for employment at Malahat Nation. All individuals must show Proof of Vaccination as a mandatory condition of their employment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability and willingness to learn on the job, through mentorship, and organized training courses
- Ability or interest to learn how to manage small and medium sized community projects
- Ability and willingness to learn on the job, through mentorship, and organized training courses
- Ability and willingness to travel as needed
- Ability to use Microsoft word, Microsoft Excel, and Microsoft Power point, or willingness to learn
- Strong organizational skills with the ability to follow direction
- Strong written, oral, and interpersonal communication skills
- Time management with the ability to multitask different tasks simultaneously
- Open to learning, making mistakes, working with a peer network, and mentors
- Knowledge and interest in clean energy, energy efficiency, and community empowerment
- Knowledge of Malahat Nation programs and processes
- Knowledge of Malahat Nation internal departments and programs an asset

Interested applicants are invited to submit a current resume, a detailed cover letter and three references.

Please reference the 'Job Title' in the 'Subject Line'.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

Email: careers@malahatnation.com

Website: <https://malahatnation.com/jobs/>

Deadline: Recruitment Open Until Position Filled.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

We thank all applicants in advance but only those selected will be contacted.