

Village of Fort Simpson**EMPLOYMENT OPPORTUNITY****COMMUNITY ENERGY CHAMPION****Background:**

The Village of Fort Simpson is partnering with Arctic Energy Alliance on the Community Energy Planning Project 2022-2024. Through this program, the Community Energy Champion will be responsible for developing a Community Energy Plan through community engagement.

Terms of employment:

- Part-time, beginning April 2022 – March 31, 2023 with possibility of extension for Year 2 of the project.
- Hours of work are flexible and may vary through the course of the project;
- Average 80 hours per month with the possibility of an increase to full time hours;
- May require some work in the evenings and/or weekends;
- Successful candidate must be willing and available to travel for planning orientation sessions.

Job Responsibilities:

- Be a key member of the project team;
- Assist the project team with project planning, logistics and community visits.
- Organize workshops, including booking venues and refreshments;
- Promote the community energy planning sessions around the community.
- Conduct a community survey and compile the results;
- Perform other duties as required (a complete job description can be obtained at the Village Office)

Skills/Requirements

- Works well under pressure and can get things done both independently and as a team member;
- Has interest in, and understanding of energy use and energy sources in the NWT;
- Excellent communication and organizational skills;
- Computer skills (Microsoft Word, Excel, email);
- Driver's license is an asset;

THIS POSITION WILL REMAIN OPEN UNTIL FILLED

APPLICATIONS/RESUMES OR FOR INFORMATION, CONTACT:

Mail: Kevin Corrigan, Senior Administrative Officer
Village of Fort Simpson
Box 438, Fort Simpson, NT, X0E 0N0

Email: kcorrigan@fortsimpson.com

Fax: (867) 695-2005

In Person: Village Office, 9401-100th Street, Fort Simpson, NT

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED