

AFN FULL-TIME CONTRACT OPPORTUNITY



3-year Contract

Full-time @ 35 hours/week

Normal Hours of Work

Monday - Thursday:

8:15am to 4:30pm
&

Friday:

8:15am to 1:15pm

Salary:

\$24.13 - \$25.40 per hour*

*While Alderville First Nation Salary Grid will apply - start rate will be commensurate with experience.

Benefits:

- 4% vacation pay with each pay.
- 14 Statutory Holidays!
- Paid Sick Leave
- Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!
- Paid time off over Holiday Shutdown.

COMMUNITY ENERGY CHAMPION

POSITION SUMMARY:

The **Community Energy Champion (CEC)** is responsible for completing work related projects focused on the implementation of activities found in Alderville First Nation's Community Energy Plan (ACEP 2019). The CEC will help develop, coordinate, and implement strategies and policies to reduce the Alderville First Nation Community's energy consumption.

RESPONSIBILITIES:

- Assists in the project management of Independent Electricity System Operator (IESO) funding programs; completes all reporting requirements as stipulated in the funding agreements for all energy related funding.
- Seeks out additional sources of funding opportunities related to energy retrofits.
- Conducts Energy Audits, Community Engagement Sessions, and Seminars.
- Hosts energy workshops providing technical and practical advice and offers training to the AFN Community on energy efficiency.
- Coordinates the Solar build through the monitoring and maintenance of solar assets.
- Develops and administers project proposals, work plans, and project costing/budgeting for energy related initiatives in the community.
- Prioritizes and completes action items set out in the community energy plan.
- Acts as an energy education and conservation resource for the AFN community and membership.
- Develops a positive working relationship between the community, community members, OTC's Energy Coordinator and Hydro One.
- Oversees multiple projects simultaneously; keeps stakeholders and AFN Staff informed of the project development and ensures that project objectives are met.
- Prepares and reviews reports, conducts presentations for multiple stakeholders.
- Participates in the development of goals, objectives, policies, and procedures of AFN as related to energy.
- Responsibilities may also include project planning, scheduling, allocation of personnel and resources, budgeting, and regular communication with members, staff, management, and leadership.

Minimum Qualifications:

- Grade 12 or equivalence; post-secondary diploma/degree in a related field an asset.
- A background in project management, energy planning, engineering, infrastructure assessment, or similar is preferred.
- Strong computer skills, preferably in a Microsoft environment, with proven experience in word processing, spreadsheets, file management and working knowledge of energy related technical software.

Specialization required:

- Valid driver's license and \$1M liability insurance
- CPIC acceptable to position upon conditional offer.

Considered an asset:

- 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.
- Grant and proposal writing experience.
- Knowledge of legislation governing First Nations.

Community Energy Champion continued...



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Preferred Experience:

- Demonstrated ability to manage a variety of different work types (e.g., desk, field, public, team, independent).
- Advanced verbal communication ability, including public speaking.
- Effective leadership skills, with a strong focus on teamwork.
- Ability to successfully achieve measurable objectives within directed work plans.
- Experience in research and analysis.
- Proven to be accurate, timely, detail oriented, organized; a self-starter and able to prioritize workload.

**** For full job description, contact Human Resources****

Deadline to Apply: *Tuesday, April 23rd, 2024.*

How to Apply:

Applications **must** include a cover letter, current resume **and** three work-related references that include name, phone #, email address of former Supervisors *and/or* letters of reference.

How to Contact:

Human Resources Recruitment

Phone: 905-352-2011 ext. 217

Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.