

JOB POSTING

Junior Project Coordinator

Who we are

Barkley Project Group (BPG) is a project management company that has over 15 years of experience in developing community-owned clean energy projects. Currently, BPG works with more than 20 First Nations communities within British Columbia and the Yukon. We support Nations by providing administrative, project management, and development capacity on a project-specific basis. We are passionate about the work we do and we are grateful for the opportunities to work with the communities pursuing clean energy future.

Our approach to any project is to focus on what the community actually needs by advocating for community owned and controlled clean development. BPG also has a solid understanding of the government funding support that is crucial in financing a project. Developing successful funding programs is rooted in frequent and effective communications and facilitation of key decision making. In our efforts to support communities in preparing funding proposals we fully incorporate community perspectives, such as project control, job creation, and capacity development. Our most important guiding principal is to ensure that any project benefits will ultimately align with the community's mission and vision. This approach has also been well received by government funders, which helps derive value and success for our clients. These efforts resulted in BPG formulating long-term and ongoing relationships with more than 20 communities, which helped progress over 30 active projects in various stages of development.

Job Summary

You are being hired for the full-time salaried position of **Junior Project Coordinator** with our **Community Energy Development Team**, responsible for providing high quality, professional consulting services to support community energy planning.

Key tasks for this position include:

- community engagement;
- contribute to development of community energy plans
- assist in the advancement of project proposals, including planning and reporting
- work with communities to prepare funding applications; and,
- support technical specialists to identify renewable energy project opportunities and energy efficiency solutions for homes and community buildings.

Office work, attendance at conferences and meetings, and travel to communities will be included in your scope of duties. This may include working with prospective and existing clients in other cities, towns or small communities.

Responsibilities

Reporting to Project Coordinator and/or Manager, your duties include but are not limited to the following:

- Engage communities at all project stages, including updating outreach material, preparation for community presentations and ongoing communication with contacts and participants;
- Support community energy planning services including residential and commercial energy audits, renewable energy inventory assessment,
- Support clean energy projects development including regulatory permitting, design coordination, and planning;
- Coordinate data collection and management, and contribute to reporting;
- Support project administration, including monthly reporting, funding reporting, and preparing and submitting deliverables;
- Liaise with communities, technical teams, government agencies, and stakeholders throughout all project stages;
- Coordinate tasks to ensure quality, consistency and the completion of deliverables on time and on budget;
- Maintain clear records of the tasks, activities and details of your work;
- Adhere to all Company policies and procedures, including safety; and,
- Contribute ideas, energy and personal commitment to help foster a positive and rewarding work environment, and to help maintain and grow a successful, innovative, high quality project management consulting practice at Barkley Project Group.

Qualifications

- Must be passionate about working with First Nations communities;
- Must be passionate about working in clean energy industry;
- Must have a sense of humor;
- Must be trust worthy and able to trust your team;
- Must be respectful;
- Must have integrity;
- Diploma or Degree in related field;
- 1-2 years' experience in the renewable energy or energy efficiency field is an asset;
- Knowledge of energy efficiency technologies;
- Proficient with computer applications such as; MS Office Suite, Internet and Outlook;
- Must have strong community relationship building skills;
- Strong time management, interpersonal and organizational skills;
- Excellent problem-solving skills and the ability to multi-task;
- Must be a self-starter;

- Continuous learner;
- Excellent technical writing skills;
- Must be legally entitled to work in Canada; and,
- Maintains a valid Canadian driver's license.

Contacts

Please send your cover letter and resume to info@barkley.ca