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**Junior or Intermediate Energy Projects Lead**

**About Keepers of the Circle**

Keepers of the Circle is an Indigenous Hub operated by the Temiskaming Native Women’s Support Group (TNWSG), a non-profit organization founded in 1997 to promote the economic, cultural, and social equity of Indigenous women. The TNWSG was also mandated to establish culturally based programs and services for Indigenous women and their families in the District of Temiskaming. In 2018, the mandate extended across the province with our appointment as the Ontario representative for the Native Women’s Association of Canada. Keepers of the Circle (KOTC) programming is focused on the restoration and retention of Indigenous languages and Indigenous Traditional Knowledge; economic security and self-determination; and creating culturally safe spaces for Indigenous women and families. Guided by a Council of Wisdom Keepers, with representative members from each First Nation in the region as well as the Métis Community Council, KOTC operates from several locations situated in the historical Robinson-Huron Treaty territory, specifically in Temiskaming Shores and Kirkland Lake.

**Clean Energy Division**

KOTC delivers a wide range of programs and services for Indigenous women and families across Ontario, with a special focus on supporting urban and remote Indigenous women in Northern Ontario. Our Energy Division supports the Climate Change and Sustainability Department and the Education and Training Department. The select candidate will work within our Energy Division. The following section provides a summary of the Energy Division’s goals and projects.

**Energy Division Mission and Projects**

Our Energy Division is dedicated to:

* + Leading Keepers of the Circle’s transition to net-zero
  + Delivering education and training that helps Indigenous women secure equitable employment in the clean energy sector
* Empowering Indigenous communities to lead the clean energy transition

Our ongoing projects include the following:

**Net-Zero Transition:**

* Solar installation at our Kinoomaagegamik site
* Ground source geothermal system at our new Passive House Factory in Kirkland Lake
  + Deep energy retrofits at our headquarters in Kirkland Lake and our New Liskeard location

**Training in Clean Energy:**

* Energy Advisor Training
* 10-day Solar Installation and Maintenance Training at our Kinoomaagegamik site
* Upcoming Green Building and Retrofit Training
  + Energy retreats for Indigenous women, families, and youth to explore green energy technologies, practices, and career pathways

**Awareness Building Campaigns:**

* + We actively engage with our network of Indigenous communities and organizations to promote opportunities for participation in the clean energy sector.

KOTC’s Clean Energy Division is deeply committed to supporting Indigenous participation in the renewable energy and energy efficiency sectors. As we work towards our own net-zero goals, we are documenting the journey to create learning and training opportunities for Indigenous women and First Nation communities. Our buildings will serve as demonstration sites and training centers, offering hands-on education in energy-efficient construction and renewable energy systems.

By spearheading these initiatives, we aim to inspire and support Indigenous communities in their pursuit of net-zero status. Through our commitment to education, training, and practical implementation, we ensure that Indigenous women are at the forefront of this transformation, leading the way to a sustainable and equitable future for generations to come.

**About the Role**

Keepers of the Circle is seeking a Junior or Intermediate Energy Projects Lead to collaborate with our Senior Energy Projects Lead in driving the goals of our Energy Division. In this role, you will support and/or co-lead net-zero projects, training initiatives, and awareness-building campaigns, as outlined above. Additionally, you will contribute to the growth of our programs by assisting with grant writing, research, and program development. Your key responsibilities will include but is not limited to the following:

* + Outreaching and building relationships with Indigenous communities/organizations and industry partners
* Coordinating intake and supporting our training participants
* Grant writing and reporting
* Research on various topics including:
* career pathways in clean energy and energy efficiency in Northern Ontario
* funding opportunities
* clean energy policies and regulations
* Developing workplans, budgets and schedules
* Support with tracking and reporting on energy use and energy savings
  + Ongoing learning about clean energy and energy efficiency including taking formal trainings and attending conferences
* Developing and delivering curriculum and educational campaigns
* Working with and coordinating contractors and consultants
* Collaborating with KOTC staff on various initiatives
* Other

**For Intermediate Applicants:**

We are looking for candidates with experience and knowledge of clean energy and energy efficiency. You should also have transferable skills related to the qualifications and assets listed below.

**For Junior Applicants:**

We are seeking candidates with a strong interest in the clean energy field who are eager to learn and develop their skills. Previous experience in clean energy or energy efficiency is not required. This position is an excellent learning opportunity for those passionate about building a career in this rapidly growing sector, even if you do not yet have formal education or work experience in the field.

The ideal candidate, whether junior or intermediate, will be enthusiastic about the clean energy transition, possess a strong desire to learn, and be passionate about the projects we are undertaking and the overall role that clean energy can play in Indigenous energy sovereignty.

The candidate will need to be willing to travel on occasion by car and occassionally by plane, as the positions will require some travel in Northern Ontario.

**Requirements and Skills**

* Excellent oral and written communication skills
* Comfortable presenting online and in person for workshops and events
* Strong interpersonal skills
* Experience working with the Indigenous community
* Collaboration and teamwork
* Highly organized
* Ability to develop workplans and budgets
* Efficient with time management
* Ability to apply critical thinking to solve complex issues
* Motivated to learn and develop new skills
  + Proficiency in administrative tasks such as filing, documentation, tracking, and organizational support.
* Proficient in MS Office include Word, Excel, PowerPoint
* Respect for diversity and inclusion
* Able to demonstrate a high level of professionalism
* Ability to travel and a valid G license

**Assets:**

* + A post-secondary degree in environmental science, energy management, energy systems, or experience in a related field or similar projects
* Community engagement skills
* Grant writing and fundraising
* Event planning
* Curriculum development experience
  + Understanding of renewable energy and energy efficiency and experience in the energy sector
  + RETScreen experience
  + Energy modeling and tracking energy use and GHGs
* Coordination/management experience
* Certified Energy Advisor Training or knowledge of energy auditing
* Experience working on clean energy or energy efficiency projects
* Experience developing training curriculum or facilitating groups
* Trauma-informed training
* Knowledge of Indigenous languages spoken in the region

Keepers of the Circle value the local community and preference will be given to recruiting a local candidate who can be on-site at one of our site locations (Kirkland Lake and New Liskeard) and has a thorough understanding of the Northern landscape. Remote employees living in Ontario may be considered.

We strongly encourage you to self-identify if you have status or are a community affiliate.

Even if you don’t think you meet the listed requirements, we still encourage you to apply! We’re looking for an enthusiastic individual who is willing to learn and eager to gain skills in the renewable energy/energy efficiency sector.

**Inclusion, Diversity, Equity & Accessibility**

We advocate for the presence and contributions of all people regardless of ability, age, cultural background, education, ethnic origin, gender expression, gender identity, immigration status, language, marital status, nationality, physical appearance, political affiliations, perspective, race, religion, sexual orientation, sexuality, family status, socioeconomic status, or other such considerations, and intersectionality's therein. As an Indigenous organization, Keepers of the Circle has an affirmative action

policy that prioritizes the hiring of Indigenous Peoples and community affiliates. Please let us know of any specific requirements during the application process by emailing [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com) – we are happy to work with you on accommodation requests.

**How To Apply**

We will be accepting applications on an ongoing basis until the position is filled. Our first round of review for applicants will be starting on October 24, 2024. All applications received before this date will be reviewed in the first round. Please send your resume and cover letter to [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com) with the subject title “Energy Projects Lead Job Application – *(*Your Name*)*”.

Please specify in your resume and cover letter if you are applying for the junior or intermediate position.