

JOB POSTING

Project Coordinator

(Renewable Energy & Energy Efficiency Specialist)

It is our preference to hire persons with experience living in or working within Indigenous communities. We encourage applicants to share their level of experience in this regard during the hiring process (cover letter/resume/interview).

WHO WE ARE

Barkley Project Group (BPG) is a growing consulting firm specializing in project management services for clean energy and energy efficiency projects and other community-owned initiatives. We are based in Nanaimo, BC, and currently work with more than 30 First Nations communities in British Columbia and the Yukon. We support Indigenous communities by providing project management and administration capacities on a project-specific basis. We are passionate about the work we do, and we are grateful for the opportunity to work with communities as they pursue a thriving sustainable future for their members.

We focus on a community-centric approach, advocating for community control and ownership of their resources and projects. We also have a track record of success in securing government funding and commercial finance to support projects—both large and small. Our most important guiding principle is to ensure that project benefits align with community priorities.

JOB SUMMARY

We seek renewable energy and energy efficiency experts to join our Project Development Team in the role of Project Coordinator. These individuals will be responsible for identifying and de-risking potential renewable energy generation projects and energy efficiency initiatives. This will include a focus on community-scale generation projects in small rural and remote communities in BC that currently rely on diesel generation.

The successful candidate will collaborate in community energy planning and should have experience in carrying out energy project feasibility studies. A strong demonstrated knowledge of solar, wind, hydropower, and other renewable energy resources and technologies is desired. The successful candidate should be experienced in identifying energy efficiency solutions, load analysis, and load forecasting.

The position offers a highly unique opportunity to work with our team and clients to make a tangible impact in reducing GHG emissions by contributing to innovative Indigenous-led sustainable development projects.

Our ideal candidate will have technical experience related to renewable energy project development and energy efficiency analysis. The candidate will provide leadership and mentorship to grow the capacities and services of our Project Development and GIS departments.

Project Coordinator – Renewable Energy & Energy Efficiency Specialist

We offer flexible remote work arrangements but also encourage employee interaction at our Nanaimo, BC head office. Travel to communities across BC, including remote communities, is likely to be required.

These positions report to the Development Team Lead and includes opportunities for advancement, career growth, learning, and camaraderie!

Our values are **Respect, Integrity, Trust, Innovation, Happiness, & Humour.**

DUTIES/RESPONSIBILITIES

Duties/responsibilities may include (but are not limited to the following):

Support technical specialists to identify promising community and commercial-scale renewable energy project opportunities

- Support technical specialists to analyze community load data and forecast future loads, and to identify demand side management opportunities
- Contribute to the continual improvement of BPG's solar, wind, hydropower, and other renewable energy resource assessment processes
- Collaborate with team members and clients to development and implement Community Energy Plans
- Support projects by coordinating contractors, completing monthly progress reporting, maintaining communication records including minutes of meetings, and submitting reports to funders – as required
- Provide critical thinking to guide the de-risking of complex renewable energy projects
- Review and edit the work of others, providing critical insights to align recommendations with community priorities and concerns
- Write renewable energy feasibility studies and technical reports
- Communicate technical findings and recommendations to First Nation clients and other stakeholders both in writing and verbally
- Gather information and data from communities and stakeholders
- Manage and lead multi-disciplinary project teams
- Assist in the advancement of project proposals, including grant writing and reporting
- Coordinate tasks to ensure quality, consistency, and the completion of deliverables
- Maintain clear records of the tasks, activities, and details of your work
- Adhere to all Company policies and procedures, including safety
- 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 BPG
- Other duties and responsibilities as assigned by the supervisor/manager

OUR IDEAL CANDIDATE

- Demonstrated experience contributing to high quality, actionable renewable energy project feasibility studies is highly desired
- Ability to conduct levelized cost of energy (LCOE) analyses, critically interpret energy load data, identify, and evaluate demand side management opportunities, and conduct energy system modelling is a significant asset

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- Must have a strong and well-rounded knowledge of energy systems, including a variety of renewable energy resources and technologies
- Passionate about working with Indigenous communities
- Be compassionate and a good communicator
- Excellent problem-solving and critical thinking skills, and the ability to multi-task
- Be trustworthy and work well on a team
- Must be respectful and have high integrity, ethics
- Enjoy working with diverse peoples
- Excellent time management skills/be a self-starter
- A good sense of humour is a must
- Valid driver's license and reliable transportation
- Acceptable vulnerable Police Information Check (formerly known as a criminal record check)
- Acceptable driver's history/abstract
- Compliance with all WorkSafe practices and regulations
- Adherence to Barkley's Covid-19 policies/protocols
- Legally entitled to work in Canada

DATE POSTED January 10, 2022

CLOSING DATE Open until filled

COMPENSATION Competitive with benefits

TO APPLY

Please e-mail your cover letter & resume to: **Dwayne Worthing, HR Manager**, at hr@barkley.ca citing "Project Coordinator – Renewable Energy & Energy Efficiency Specialist" in the subject heading of the e-mail.

We thank all those who apply, however, only those shortlisted will be contacted.

As per s.42 of the BC *Human Rights Code*, preference may be given to Indigenous applicants.