



TOWN OF INUVIK
Northwest Territories

Job Description

Youth Energy Education Coordinator

IDENTIFICATION

Job Title: Youth Energy Education Coordinator

Reports to: Community Energy Champion

Job Status: Temporary Full-time (Summer Term)

OVERVIEW

The Youth Energy Education Coordinator will support the Energy InSites program by assisting with climate change and energy literacy initiatives in the community. Employed by the Town of Inuvik, the Coordinator will work closely with community members, local stakeholders, LEAP, and CIER to promote energy awareness, reduce emissions, and optimize energy performance in public and residential buildings. The role emphasizes education, engagement, and community support in achieving climate action goals.

RESPONSIBILITIES

Develop and deliver educational materials related to climate change, energy literacy, and sustainable practices.

Organize and facilitate workshops, meetings, and outreach activities within the community.

Communicate and collaborate with local residents, building owners, LEAP, and CIER to promote energy efficiency initiatives.

Support introductions and build relationships with community stakeholders to advance project goals.

Assist in the collection and sharing of information related to community energy consumption and emission performance.

Represent the Town of Inuvik professionally during all project-related activities.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong written and oral communication skills.

Ability to establish and maintain effective working relationships with diverse groups.

Strong organizational and time management skills.

Ability to work independently and collaboratively as part of a multidisciplinary team.

Knowledge or interest in topics related to climate change, greenhouse gas emissions, energy consumption, energy efficiency, and building performance.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic digital communication tools.

Ability to adapt communication style to various audiences (e.g., residents, local leaders, technical staff).

WORKING CONDITIONS

Physical Requirements:

- Ability to lift and carry light materials (up to 20 lbs) for event setup and displays.
- Ability to stand for extended periods during workshops and community engagement sessions.
- Occasional travel within the community for meetings, workshops, or events

Environmental Requirements:

- Work will be conducted in both office settings and community spaces (community halls, outdoor venues, multi-unit residential buildings).
- Occasional exposure to varying weather conditions during outdoor events or travel within the community.

Sensory Requirements:

- Extended periods of computer use for writing materials, preparing presentations, and corresponding via email.
- Listening carefully to community members' feedback and questions during engagements.

Mental Requirements:

- Ability to manage multiple tasks and deadlines simultaneously.
- Ability to maintain focus and adapt in a dynamic, sometimes fast-paced environment.
- Sensitivity to cultural differences and the ability to engage respectfully with Indigenous community members.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.