



## **CONTRACT OPPORTUNITY**

### **Indigenous Youth Energy Education Coordinator (Summer Employment May to August 2025)**

#### **Overview**

Tribal Chiefs Ventures Inc. (TCVI) is a Tribal Council that provides advisory services to its 6 Treaty No. Six member First Nations located in North-eastern Alberta. TCVI is looking to hire a self-motivated individual to fill the Youth Energy Education Coordinator Position (summer position) to support the Energy InSites Program being undertaken by the tribal council. This position is a contract position from May 2025 to August 2025.

The InSites Program aims to reduce energy consumption and emissions by TCVI's offices and multi-unit affordable housing buildings located in Edmonton and St. Paul. The Centre for Indigenous Environmental Resources (CIER) and the LEAP Group (LEAP) will assist TCVI in understanding its energy usage and optimizing both energy efficiency and emission performance within its office buildings and housing units.

The Youth Energy Education Coordinator will be employed by TCVI to support the goals and objectives of the project at a rate of \$25.00 per hour based on a 40-hour week. Responsibilities will include:

1. Develop educational and capacity building material related to climate change and energy literacy
2. Organize and facilitate workshop and engagements related to climate change and energy literacy
3. Communicate with TCVI's tenants, LEAP, and CIER
4. Support introductions to community members for engagement and communication purposes

#### **Requirements**

- Background in environmental studies, experience or a strong interest in climate change, greenhouse gas emissions, energy consumption, energy efficiency, and building performance
- Knowledge of First Nations protocols
- Ability to develop and maintain positive interpersonal relationships
- Experience in planning, designing, performing and/or overseeing community engagement
- Excellent Communication (written and oral presentations), interpersonal, and engagement skills
- Motivated self-starter, enthusiastic with a positive attitude
- Competent Computer Skills
- Valid Driver's License and reliable transportation
- Ability to travel if required
- Criminal Records Check, Vulnerable Sector Check, and Drivers Abstract
- Previous experience working with First Nations will be an asset
- Preference will be given to youth with an Indigenous background.

#### **Deadline**

Interested candidates must submit a cover letter, resume, and two references by mail, fax or e-mail to the following address until a suitable candidate has been chosen.

Mailing Address: Tribal Chiefs Ventures Inc.  
17533-106 Ave  
Edmonton, AB T5S 1E7

Phone Number: (780) 481-3363  
Fax Number: (780) 483-1404

E-Mail: [dlawrence@tcvi.ca](mailto:dlawrence@tcvi.ca)

Any enquires please contact Deb Lawrence, at (780) 481-3363, ext. 102 or at email [dlawrence@tcvi.ca](mailto:dlawrence@tcvi.ca).

We wish to thank all candidates for their interest; however only those candidates selected for an interview will be contacted.