

Employment Opportunity

## Program Manager, Renewables in Remote Communities

### Position Overview

The Pembina Institute is seeking a program manager with strong leadership and management skills to join the Renewables in Remote Communities (RiRC) team. The primary role of this position is to provide team and staff management, develop programs, support fund development initiatives, contribute to strategic direction, support government and media relations, as well as supporting qualitative and quantitative research. Reporting to the RiRC director, the program manager works closely with other program directors to ensure the Pembina Institute maximizes its impact in advancing Indigenous clean energy in remote communities across Canada, and to support Indigenous leadership in clean energy development.

The ideal candidate has proven management and leadership experience. They understand the ongoing global energy transition and the importance of centering Indigenous people in this transition. The candidate also understands the evolving relationship between Canada and Indigenous Peoples and has ideally worked with and supported Indigenous People and their pursuits of clean energy. When needed, the manager is able speak to the media and other external partners, as well as represent RiRC on behalf of the director and in senior stakeholder meetings with funders, government, and partners.

This person should be available to work from one of the Pembina Institute's offices in Vancouver, Calgary, Edmonton, Ottawa and Toronto. The Pembina Institute is a registered charity and has a hybrid workplace system that does not require employees to be in an office on a full-time basis.

### Why the Pembina Institute?

The Pembina Institute is a national non-partisan think tank that advocates for strong, effective policies to support Canada's clean energy transition. Through research, consulting and convening, we employ multi-faceted and highly collaborative approaches to change to reduce the environmental impacts of energy production and use.

Our people are passionate about sustainability and dedicated to enabling positive social change. Our organizational culture encourages creativity and collaboration, and we offer a flexible and fast-paced work environment that rewards honest character, personal initiative

and innovation. The successful candidate will join our dynamic team of nationally recognized professionals working with Canada's decision-makers and key influencers to deliver clean energy solutions.

## Our work with Indigenous communities

Our work with Indigenous communities is driven by our belief that improving the quality of life in communities is necessary and possible. We strive to support the leadership of Indigenous peoples and communities in their clean energy transition, respecting and upholding Indigenous rights, to help realize the health, environmental, social, economic and community benefits of a clean energy transition.

## Roles and Responsibilities

The manager will work closely with the program director on key areas such as strategic planning and management for scaling up the RiRC team as well as leading cutting-edge research and analysis. Other key areas include outreach and strategic communications; fundraising; and team coordination and mentorship. The manager will lead the development and periodic refinement of team goals.

This role involves working closely with the RiRC director to advance the strategic thinking and most effective impact and policy change strategies related to the program goals. This includes supporting relationship building and stakeholder management to advance the visibility and influence of the RiRC program. The manager will lead or support projects from inception by applying appropriate leadership and management skills including project management and budget accountability. The manager will be accountable for the overall execution of projects and deliverables within the RiRC program. This could include development of reports, media and government relations and external engagement activities. The manager will manage team members assigned to projects and support cross-program allocation of RiRC team members.

This position requires strong collaboration with our strategic partnerships team on fundraising efforts and proposal development. The manager will support the development of a network of contacts and relationships within the funder community to support the program. In addition, the manager will engage in periodic public speaking opportunities and be a spokesperson on specific projects or topics in the absence of the program director.

## Skills and Qualifications

Candidates must clearly reflect the following skills and experience in their application:

- Minimum an undergraduate degree, preferably a master's degree
- Proven leadership and exceptional management experience of more than eight years in the energy or sustainability sector

- Strong project management skills and ability to execute multiple projects with multiple relationships and priorities
- Solid understanding and experience with quantitative and qualitative technical research in the area of energy and environment policy, especially in an evolving space of Indigenous climate and energy leadership
- A quick learner and a self-starter with an ability to work with uncertainty and minimal supervision
- Adequate understanding and knowledge of the challenges and opportunities in Canadian environmental and climate policy
- Understanding and respect for Indigenous culture and history and a broad understanding of Indigenous and Treaty Rights, Canada's efforts and direction on Truth and Reconciliation (TRC) and United Nations Declarations on the Rights of Indigenous People (UNDRIP)
- Awareness of the social and political opportunities and challenges for Indigenous People in Canada
- Genuine understanding and/or curiosity regarding the growth of remote Indigenous clean energy projects in Canada
- Ability to convene and facilitate meetings with high-value relationships in a professional and diplomatic manner
- Ability to work in an inclusive, collaborative, and cross-functional manner with related teams within the Pembina Institute
- Have a good knowledge of electricity, heat, and renewable energy systems and technologies
- A creative and strategic thinker, open to learning new concepts and complex information
- Working knowledge of Microsoft programs in a Teams environment

### Other Valuable Qualifications

- Strong understanding of Indigenous Truth and Reconciliation, as well as equity, diversity, and inclusion practices
- Strong understanding of Canada's environmental and climate policy space, and Canada's commitment to its reducing greenhouse gas emission
- Graduate degree in science, engineering, public policy, environmental sustainability or clean energy

### Compensation and Benefits

The salary rate is competitive and will be based on skills, experience and qualifications of the successful candidate.

Benefits include:

- extended health and dental
- four weeks of holidays per year
- flexible work hours
- RRSP plan
- training and development opportunities

Further terms of employment will be discussed with candidates during the interview process.

## To Apply

Email your cover letter and resume to [careers@pembina.org](mailto:careers@pembina.org). Please ensure the following:

- Subject line includes RiRC Program Manager and your last name
- Cover letter (max. two pages) explains why you are interested in working with the Pembina Institute and how your skills and qualifications meet the criteria outlined for this position
- Resume outlines your relevant skills, education and experience
- Cover letter and resume are saved as one PDF document using the naming convention lastnamefirstletter-application-position-year.pdf
  - example: smithm-application- RiRCManager-2022.pdf

**Application deadline:** 11:59 p.m. MT on Sunday, October 9, 2022.

*The Pembina Institute is an equal opportunity employer, and we welcome applications from Indigenous People and other racially visible people, persons with disabilities and women in occupations or positions where they are under-represented. If you are a member of one of these equity seeking groups, you are encouraged to self-identify on your application form, covering letter or resume. We thank all applicants for their interest but only those selected for an interview will be contacted.*