

## Clean Energy Intern

Hours: 30 - 37.5 hrs/week

Wage: \$28.00/hour

### About YCS

The Yukon Conservation Society (YCS) is a grassroots environmental non-profit organization established in 1968. Since then, we have gained a respected position of influence on environmental policy and education in the North by working with communities, First Nation governments, and diverse organizations to achieve many conservation victories in the territory. Our Board, staff, and volunteers are experts in their fields. We are committed to pursuing ecosystem well-being throughout the Yukon and beyond, recognizing that human well-being ultimately depends upon fully functioning, healthy ecosystems.

### Position Summary

YCS is hiring **an enthusiastic youth** to assist with our clean energy advocacy efforts. The Clean Energy Intern will work alongside the Energy Analyst and the rest of the YCS team in close coordination with our partners. The Clean Energy Intern will assist the Energy Analyst in planning and executing project activities and coordinating with our multiple stakeholders, as well as the public, to ensure the successful delivery of our clean energy initiatives.

### Main Responsibilities

#### **Clean Energy (80%)**

Collaborate with the Energy Analyst on a variety of clean energy projects, including but not limited to:

- Analyzing technical and financial data related to clean energy projects.
- Scoping clean energy opportunities with project partners.
- Assisting in feasibility studies for energy-efficient retrofitting of YCS' office.
- Developing a special project in the Yukon related to clean energy, under the mentorship of the Energy Analyst, tailored to the intern's interests and professional goals.

#### **Other/Administrative (20%)**

- Participate in project and team meetings, and prepare reports for projects and funding.
- Identify and apply for funding opportunities.
- Assist in reporting and budgeting tasks.

### Ideal Candidate Background

The intern will possess excellent research and analytical skills with a qualitative and quantitative analysis background. In addition, knowledge of clean energy initiatives and solutions currently influencing the Yukon, Canada and globally. Finally, the intern can expect to gain or improve their skills in such areas: reviewing and reporting on technical documents, preparing briefings and

position papers, research methods and processes conducive to environmental research, and writing reports and articles.

### Additional assets include:

- Experience working or volunteering effectively in a small, geographically dispersed location with multi-disciplinary teams and Indigenous-led organizations.
- Experience working in the Yukon or other northern jurisdictions and experience working in the not-for-profit or academic sector.
- Strong organizational, budgeting and record-keeping skills.
- Knowledge of clean energy in the Yukon (including the influences of legislation, policy and modern treaties) or a willingness to learn.
- Independent, driven, yet able to cooperate in collaborative decision-making.
- Exceptional verbal, written and visual communication skills.
- Experience working or volunteering with Indigenous-led organizations, First Nations governments or communities.
- Fluency with computers including Google Workspace & Microsoft Office Suite.
- A valid driver's license and/or access to a vehicle is preferred.

### Logistics

- **Schedule:** Full-time, 9 AM - 5 PM, Monday to Friday.
- **Location:** Parnell House, 302 Hawkins, Whitehorse.
- **Vacation:** 2 weeks of vacation and 2 weeks of paid time off at the end of the calendar year (as per YCS's Personnel Policy), plus 14 Statutory Holidays.
- **Benefits:** Semi-annual self-administered employer cash contribution.
- **Duration:** 40-48 weeks, with a possibility of extension.
- **Expected start date:** April 2024 (flexible for the right candidate).

### Hiring Process

We encourage you to apply quickly for this position if you are a good match. **Please email your cover letter and resume** to [ed@yukonconservation.ca](mailto:ed@yukonconservation.ca). If you have any questions about this position, please email or call 867-668-5678.

**We will contact you to schedule an interview** if you are a suitable candidate for the role. **Interviews will take 45 - 60 mins, in-person or online.** We will accept applications on a rolling basis until we find the right candidate to join our team.

**Applications are open to individuals under 30 who are not currently students and are authorized to work in Canada.** Priority will be given to applicants from the Yukon, particularly First Nations and Indigenous individuals, as well as other underrepresented groups.

*We encourage you to apply now!*