



SHEGUIANDAH FIRST NATION JOB POSTING

Position:	Community Energy Champion
Location:	Health Centre/Band Office
Accountability:	Director of Operations
Employment Status:	3-Year Term-Contract
Hours of Work:	Administration Hours (8:30am-4:30pm)
Salary:	\$55,000.00/Annually
Tentative Start Date:	April 1, 2026 – March 30, 2029

Position Summary

This position is responsible for completing energy efficiency assessments, recommending energy efficiency equipment and products, and for bringing awareness and participation in rebate and energy efficiency programs. The selected individual will also be responsible for responding to general member inquiries regarding utility services they receive and for directing the customer to the appropriate contact at the utility company. The successful candidate will be required to complete related energy training and then take on the role of monitoring the community's energy baseline. The CEC will be responsible for delivering all programs, services, projects, and other related energy initiatives of Sheguiandah First Nation.

KEY RESPONSIBILITIES

Program Coordination and Delivery

- Coordinate and deliver all related energy programs, services, projects, and other related initiatives.
- Support participants through all stages of the energy program.
- Ensure program activities are accessible, inclusive, and culturally grounded.
- Manage participant intake, scheduling, tracking progress, booking, training and follow-up supports.
- Complete walkthrough energy assessments of capital and residential properties and identify any water or energy saving opportunities for members.
- Attend, participate and complete required training or workshops and conferences
- Develop program work plans and coordinate all energy program activities
- Research and complete feasibility studies in the Renewable Energy sector for the benefit of the Nation.
- Implement the actions within the Sheguiandah First Nation Community Energy Plan.
- Actively identify and recommend ways to improve program operations and delivery accurately maintain and complete all necessary paperwork, records, and documents, etc.
- Complete all other duties as assigned.

Community Engagement and Outreach

- Promote the Energy Program within the entire membership through outreach, information sessions, and collaboration with other departments and partners.
- Build and maintain positive relationships with community members, leadership, and external stakeholders.
- Host membership meetings, workshops, and training.
- Prepare and delivery membership outreach materials

Administration, Reporting, and Accountability

- Maintain accurate program records, participant data, and activity reports.
- Monitor outcomes, track success indicators, and contribute to reporting requirements.
- Assist with program evaluation and continuous improvement.
- Complete all required reports

Skills & Competencies:

- Strong communication and relationship building skills
- Strong organizational skills and attention to detail
- Respectful, reliable, and able to work with confidentiality
- Ability and desire to learn new skills and retain knowledge.
- Problem-solving, adaptability and multi-tasking skills.



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- Cultural Awareness and respect
- Strong interpersonal and mentoring skills
- Confidentiality and professionalism

Qualifications:

- Post-secondary education in the Renewable Energy Sector, or an OSSD with a combination of other relevant education and experience.
- Strong background in customer service
- A background in energy, infrastructure, or similar is preferred.
- Proficient with Microsoft Office programs
- Demonstrated knowledge of planning, scheduling, booking, budgeting, and basic financial concepts.

Additional Requirements:

- Willingness to work some evenings and weekends.
- Willingness to travel within and outside the community when required.
- Excellent interpersonal, communication, organizational, and administrative skills.
- Ability to work independently and collaboratively in a team environment.
- Proficient computer skills.
- Maintain confidentiality.
- Knowledge of Sheguiandah First Nation organization, and buildings.
- Current CPR/First Aid Certification.
- Valid Class "G" Drivers License with access to reliable vehicle.
- Fluency in Anishinabemowin or willingness to learn.
- 30-day current Criminal Record Check is required.

Criminal Reference Check (CRC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault, and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:

Confidential: Community Planning Champion

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrrassistant@sheguiandahfn.ca or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.