Career Opportunity
Project Intern – Electric Thermal Storage Demonstration

About us
The Yukon Conservation Society (YCS) is one of the oldest environmental non-profit organizations in Canada. Over the past 51 years, YCS has worked 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 and are committed to staying on the cutting edge of research and training so that YCS remains a respected voice for the Yukon’s wildlife, land and water.

What we need
We are looking for a capable and motivated individual to assist with our Electric Thermal Storage (ETS) Demonstration Project.

Reporting to the Project Manager – ETS Demonstration (Project Manager), the Project Intern – ETS Demonstration (Project Intern) will support the project through a variety of tasks including but not limited to public outreach, program participant engagement, and coordinating with project partners and funding bodies. The project involves the installation and monitoring of energy storage heating systems (ETS heaters) in Yukon homes. These heating systems reduce peak loads on the electrical grid, reducing Yukon’s reliance on fossil fuels to meet winter electrical demand.

The Project Intern will work alongside the Project Manager and Outreach & Communications Manager (OCM) in close coordination with the project partners. The Project Intern will assist the Project Manager in the planning and execution of project activities, coordination with our project partners, and management of our relationship with potential and current participants to ensure the successful delivery of this exciting clean energy project.

The ideal candidate will have:
- One or more year(s) of education in engineering (preferably mechanical, electrical, or sustainable energy), energy policy, building science, or related fields.
- Excellent interpersonal skills: ability to work effectively with internal and external stakeholders at all levels in an organization.
- Ability to prioritize, problem solve, and think critically to achieve positive outcomes.
- Self-starter: able to identify and develop opportunities with minimal supervision.
- Public outreach and/or public speaking experience.
- Fluency with computers including MS Office Suite.
- Project planning and coordination skills.

Assets include:
- Experience working in the Yukon and experience working in the not-for-profit sector.
- Experience with electric thermal storage or other energy storage systems.
- Experience writing funding proposals and reporting progress to funders.
- Understanding of Yukon’s electrical utility regulatory environment.
- Experience with data security and privacy protocols.
- Experience dealing with the public and media.
**Compensation:** $20 per hour.

**Schedule:** 30 to 37.5 hours per week, negotiable.

**Ideal start date:** May 4 2020 (flexible).

**Duration:** Four (4), eight (8), or twelve (12) month contract.

**Office Hours:** Generally between 8am and 5pm, Monday to Friday, with the Fireweed Market on Thursday afternoons until 7:30 pm.

**Vacation:** 4% vacation pay.

### Tasks and responsibilities

**Public Outreach:**
- Assist the Project Manager and Outreach & Communications Manager on public outreach matters, as required.
- Represent the organization at the Yukon Conservation Society’s booth at the weekly Fireweed Market, as required.
- Arrange public outreach events in Whitehorse.

**Participant Engagement:**
- Work with the Project Manager to establish and maintain communication with ETS project participants, supporting their satisfaction with the project.
- Meet with ETS project participants on a regular basis.
- Bring any concerns from participants to the ETS Project Manager in a timely manner.
- Meet with the Project Manager and the ETS Data Scientist (based at Yukon College) on a regular basis regarding participant feedback and concerns.
- Coordinate with the Project Manager and the project’s advisors to optimize participant experience.

**Project Management Assistance:**
- Attend meetings with the Project Manager, as required.
- Assist the Project Manager, as required.
- Collaborate with the ETS Data Scientist (based at Yukon College) to facilitate their data collection and ETS-specific research efforts.

**Fundraising:**
- Work with the Project Manager to seek out and apply for additional funds for the ETS project and any potential future efforts by YCS to encourage the expansion of the ETS market in northern Canada.

### How to apply:
- To apply, email cover letter and resume (as one PDF) to: info@yukonconservation.org with the subject line “Attention: Search Committee”. Please include where you saw the job advertised.
- Start date is May 4, 2020, though some flexibility is possible. We reserve the right to interview and hire for the position immediately but otherwise applications will close on Sunday March 29, 23:59 PT.
- Ensure your preferred start date and contract length are clearly indicated in your application.
- While we greatly appreciate your interest in working with us, only those candidates shortlisted for an interview will be contacted.