

JOB POSTING – JANUARY 2021

Geothermal Project Coordinator

Who we are

Barkley Project Group (BPG) is a consulting firm specializing in project management services for clean energy and energy efficiency projects and other community-owned initiatives. We are based in Nanaimo BC and currently work with more than 30 First Nations communities in British Columbia and the Yukon. We support Indigenous communities by providing project management and administration capacities on a project-specific basis. We are passionate about the work we do, and we are grateful for the opportunity to work with communities as they pursue a thriving and sustainable future.

We focus on a community-centric approach, advocating for community control and ownership of their resources and projects. We also have a track record of success in securing government funding and commercial finance to support projects both large and small. Our most important guiding principle is to ensure that project benefits align with community priorities.

In 2018, we established the Indigenous Reconciliation Policy, set by an employee led committee which sets out Reconciliation Action Plan on annual basis. All employees including ownership and management are expected to contribute the reconciliation actions through our day-to-day work.

Our work is guided by six core values: Trust, Happiness, Humor, Innovation, Respect, and Integrity. Our actions must always uphold those values, as we strive to achieve our Vision:

“Supporting communities to thrive in their own capacity by contributing to climate action through innovative sustainable development”.

We focus on a community-centric approach where our clients own and control their clean energy development. Barkley Project Group embraces accepting, respectful, and non-judgmental workplace. We strive to create an environment that celebrates cultural diversity, sensitivity, and awareness.

Job Summary

We are hiring a full-time, position of **Project Coordinator** with our **Project Development Team**. The start date of the position is immediate. The starting wage will be between \$60,000 and \$75,000 depending on experience, skills, and qualifications. All applicants must be legally entitled to work in Canada.

The successful candidate must have a sound technical understanding of the array of clean energy options being developed in Canada and particularly geothermal energy.

A strong academic background is valuable, however contributing towards an array of project management activities will be the primary focus of the job. Strong systematic management, administration, and communication skills are required.

Project Coordinator – Development Team

The successful candidate will work out of our Nanaimo office, however some worksite flexibility will be accommodated especially during the current pandemic. Travel to communities across western and northern Canada is likely to be required.

The successful candidate will be responsible for providing high quality, professional services to support community initiatives in clean energy development.

Key tasks for this position will include but are not limited to:

- geothermal energy and other clean energy project development support
- budget development and tracking
- project records collection, data and document management
- routine and mandatory project reporting
- review and provide quality assurance on the broad array of project deliverables
- assist in the advancement of project proposals and funding proposal development
- communicate to clients, communities, governments, and media
- on site client representation and quality assurance
- collaboration and assistance with community liaison personnel
- support of community capacity development, training, and employment in geothermal development
- research and investigation of direct use geothermal tie-in opportunities

In addition to the above, Barkley Project Group aims to offer high-quality professional development and a learning environment. The pursuit of innovation is encouraged.

Responsibilities

Reporting to the Senior Project Manager, John Ebell, your duties include but are not limited to the following:

- Assist in the preparation and maintenance of project budgets and budget tracking
- Coordinate data collection and management
- Assist in the intake, review, and management of project documentation to ensure quality, consistency, and the completion of deliverables
- Drafting of routine and mandatory project reporting
- Liaise with communities, technical teams, government agencies, and stakeholders throughout all project stages
- Engage communities at all project stages, including updating outreach material, preparation for community presentations and ongoing communication with contacts and participants
- Coordinate tasks to ensure quality, consistency and the completion of deliverables on time and budget;
- Development site monitoring and client representation
- Maintain clear records of the tasks, activities, and details of your work

- Adhere to all Company policies and procedures, including safety; and,
- Contribute ideas, energy, and personal commitment to help foster a positive and rewarding work environment, and to help maintain and grow a successful, innovative, high-quality project management consulting practice at Barkley Project Group

Qualifications

- An undergraduate in applied science, engineering, renewable energy, or relevant field
- Project management experience; Project Management Professional accreditation is an asset
- Must be comfortable and interested in working with First Nations communities
- Experience with MS Excel, Office, and Outlook
- Time management, interpersonal and organizational skills
- Excellent problem-solving skills and the ability to multi-task
- Strong technical writing skills with tangible examples
- Must have a passion or commitment to contributing to the shift towards clean energy initiatives
- Previous energy efficiency or renewable energy experience is an asset
- Previous oil and gas field exposure is an asset
- An understanding of site safety protocol is an asset
- Must be trustworthy and able to trust your team
- Must be respectful and have integrity
- Must be a self-starter
- Must have a sense of humour
- Community relationship building skills
- Must be a Canadian Citizen, permanent resident, or legally entitled to work in Canada
- Maintains a valid Canadian driver's license.

Other Considerations

- Upon an established working relationship with your supervisor, and a demonstration of good work ethics, a flexible workplace option may be available.
- Terms of employment will be discussed with Senior Management, including wage, extended benefits plan, and allowances;

Contact

Please send your cover letter and resume to John Ebell at info@barkley.ca .