

Geothermal Operations Manager Intern Job Posting

Job Title: Geothermal Operations Manager Intern

Employer: Canadian Geothermal Energy Association (CanGEA)

Employment Period:

Regular Hours: 37.5 hours/week

Company Details:

The Canadian Geothermal Energy Association (CanGEA) is the collective voice of Canada's geothermal energy industry with a focus on power generation from geothermal energy resources and industry-scale direct use. As a non-profit industry association, we represent the interests of our member companies with the primary goal of unlocking the country's tremendous geothermal energy potential.

CanGEA promotes the industry and the potential of geothermal energy in Canada through outreach events, research, policy work and representation of Canadian interests internationally.

Job Description:

The Operations Manager leads CanGEA's daily business with the exception of policy work and gives direction and leadership to the achievement of the organization's philosophy, mission, and annual goals and objectives. The Operations Manager is the bridge between CanGEA members and CanGEA itself, ensuring members are satisfied and their memberships up to date. The Operations Manager also continuously seeks to grow CanGEA's member base and finances, develops and sends the monthly newsletter, maintains the website, online store, social media accounts, and more.

The Operations Manager's main duties include but are not limited to:

- Leading CanGEA's membership outreach efforts
- Being the first contact for CanGEA members
- Initiating and leading CanGEA's communication efforts through:
 - Newsletter (Mailchimp)
 - Social media outlets (Twitter, LinkedIn, Facebook)
 - Media inquiries if needed
 - Other emails as needed
- Managing CanGEA's website and online store
- Preparing grant proposals
- Identifying new funding opportunities
- Developing, organizing, and presenting events
- Preparing and delivering presentations and/or webinars
- Developing relationships with other industry associations
- Supporting the efforts of CanGEA's Policy Manager

The Operations Manager Intern will oversee the entirety of CanGEA's day to day business efforts, seeking to grow and retain members, increase funding opportunities, and develop business opportunities.

Screening Criteria:

The position is open to a diverse candidate pool and experience in geology is not required. Fields to be considered for the role:

- Business administration or management
- Finance or accounting
- Communications
- Public Policy or Public Administration
- Political Science
- Environmental Sustainability
- Other fields may be considered upon justification

The candidate must be comfortable working in low structure environment, which includes being able to self-identify work priorities, and operate independently.

The desired individual will possess the following abilities and skills:

- Must be self-motivated and be able to work with little to no supervision
- Experience in the Canadian energy field is an asset
- Very strong attention to detail

To be eligible for this opportunity, the candidate must meet the following requirements:

- A post-secondary graduate
- A Bachelor's or Master's Degree in a related field
- Between 15 and 30 years of age (inclusive)
- A Canadian citizen, permanent resident of Canada, or granted refugee status in Canada
- Legally entitled to work according to the relevant provincial legislation and regulations

What CanGEA Offers:

The opportunity to become an expert on the needs of one of the youngest and fastest growing industries in Canada – geothermal energy. The Operations Manager intern will have the opportunity to develop self-led initiatives in conjunction with CanGEA's members and the Board of Directors with the goal of creating a positive environment for geothermal energy development throughout Canada. Past interns have had the opportunity to gain practical, high-level experience through participation in activities such as federal committee meetings, industry and stakeholder engagements, and representing CanGEA at international events.

Please submit a resume and cover letter detailing why you are qualified for the position.

For more information contact: info@cangea.ca