



Energy & Climate Intern

Position: Energy & Climate Equity Intern

Organization: [StepUp](#)

Location: Remote (with optional in-person meetings and events)

Duration: Approx. 30 hrs/month for 6-12 months

Compensation: Paid internship (compensation provided through wage programs, subject to candidate eligibility and funding confirmation)

Application Deadline: Please apply by **May 8th** by emailing your resume and a brief note of interest to info@stepup-energy.com with the subject line "Energy & Climate Equity Intern Application".

Position Summary

As our Energy & Climate Equity Intern, you will work under the guidance of the Governance Committee of the Board of Directors. The Climate Equity intern will play a key role in managing governance and administrative functions, supporting events, communications and social media, sponsorship outreach and fundraising campaigns.

Main responsibilities include:

- *Governance and administrative support:* manage critical administrative functions- record meeting minutes and action items, ensure progress on action items, schedule meetings, respond to email inquiries, data entry, filing and record keeping
- *Advance and plan strategy session:* support the governance committee with creating a strategy planning session to facilitate discussion and decision making among board members, on StepUp's short- and long-term vision and growth strategy.
- *Conduct research:* on environmental sustainability, and gender equity, diversity, and inclusion topics and uncover key insights. Prepare briefing notes and memos that will shape StepUp's initiatives and policies and drive informed decision-making and meaningful change.
- *Actively participate in meetings and events:* attend monthly Board meetings, governance committee meetings, events and communications committee meetings (based on organization's needs).

Other responsibilities include:

- *Assist with event planning:* plan and execute events that promote environmental sustainability and gender equity. This will involve working with other members of the Events Committee to create event timelines, coordinate with sponsors and partners, and manage event logistics.
- *Volunteer engagement, onboarding & support:* Recruit and coordinate volunteers by delivering a clear onboarding experience, assigning and tracking tasks, providing ongoing check-ins/support, and documenting processes to ensure volunteers feel engaged and set up for success.
- *Support sponsorship efforts:* assist in raising funds to support our initiatives and events. This will involve working with our Events, Partnership and Sponsorship Committees to develop and execute fundraising strategies, support and liaise with existing sponsors and partners, and help implement outreach campaigns.
- *Support outreach efforts:* Working alongside our Communications & Outreach committee, you will help us raise awareness about StepUp and our initiatives by assisting with social media management, developing content for our website, and supporting our communications efforts and campaigns with our supporters, followers and sponsors.



StepUp

Education, Skills and Experience Requirements

StepUp is seeking candidates with the following education, skills and experience:

- Undergraduate students currently enrolled (or recent graduates, where eligible) in STEM, or Business at a recognized post-secondary program
- Committed to sustainability and equity, diversity and inclusion
- Knowledge and understanding of climate, energy management and/or energy sector is an asset
- Proven capacity to communicate with and work effectively with others
- Proficiency in Microsoft Office, social media platforms, MS Teams, Google Drive, and other relevant software.
- Experience with publicity, marketing, and event management
- Proven capacity to work in a self-directed manner, provide leadership to, and collaborate with others in a team environment
- Ability to organize a high volume of work, prioritize, and effectively handle spontaneous demands

Note: We are an inclusive organization committed to equity across our team and actively encourage applications from all gender identities and expressions, Indigenous Peoples, persons with disabilities, and persons of all races, ethnicities, religions, abilities, and sexual orientation.

About StepUp

StepUp aims to be a hub for leaders in the energy community to further their skill set to attain C-Suite and Board positions, providing 'one-stop shop' access to a toolkit of professional development opportunities, networking, board training, thought leadership, and more. Founded in 2019, we have already held numerous successful events attracting senior level energy professionals, including publishing Canada's first [Equity, Diversity and Inclusion Study for the Energy Sector](#) in October 2022. Our Vision is to breakthrough and achieve Canada's transition to a net-zero economy through championing gender equity, diversity and inclusion. Our Mission is to *StepUp* the advancement and development of women in the energy sector to leadership and Board positions through growing allyship, building awareness and providing transformative tools to individuals, organizations, and partners.

Why Join StepUp?

- You will have the opportunity to help shape an organization dedicated to advancing the transition to the low carbon economy while helping transform the sector to being more gender equitable and inclusive.
- Ability to work alongside other passionate and committed leaders in the energy sector on StepUp's Board as well as with our partners, sponsors, members and event attendees, you will expand your network and influence among leading decision makers and visionaries in this sector.
- Gain new personal and professional skills by undertaking new roles and projects focused on advancing our mission
- Satisfaction of helping to create and promote positive change in the community, including the opportunity to give back and make a positive difference