



## **Community Animator, Energy Transition Centre**

### **INNOVATE CALGARY**

CALGARY, ALBERTA

Innovate Calgary is the technology transfer office and business incubator for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with UCalgary researchers, students, and other members, to help bridge the gap between discovery and innovation.

We provide a unique environment for employees by combining a flexible work environment with excellent exposure to the breadth of the University of Calgary's growing innovation and entrepreneurial ecosystem. We are currently accepting applications for the following position:

#### **Community Animator, Energy Transition Centre**

Reporting to the Associate Director, Energy Transition Centre, Innovate Calgary is searching for a motivated self-starter who enjoys working in a busy office atmosphere. As the Community Animator, you will be the first point of contact for visitors to the ETC and handle day-to-day requests from the Energy Transition Centre clients. This role suits an experienced administrative assistant or new graduate eager to break into Calgary's energy and emerging cleantech sector. Depending on the candidate's background, there may be opportunities to gain skills in business development and stakeholder relations integrated into this role over time.

#### **Personal Characteristics:**

- A friendly personality and an eagerness to help
- Excellent interpersonal skills
- The ability to work with, prioritize and organize numerous tasks, including simultaneous work on numerous assignments or projects
- The strength of personality to seek direction and priority update projects to ensure that the most time-sensitive projects are completed first
- Business relationship management skills with a commitment to completion of projects within a team environment
- The willingness to take on different levels of responsibility and independently carry projects through to completion
- The ability to always maintain company and employee confidentiality

**Key Accountabilities:**

- Provide friendly, cordial assistance to staff, management, and guests in all aspects of the role
- Understand the offering and resources available to ETC tenants and understand what programs and offerings best suit their needs. This includes but is not limited to general Innovate Calgary programs and services offered through adjacent hubs (Life Science Innovation Hub, Social Innovation Hub, etc.)
- Accurate and timely completion of assigned tasks
- Serving as the first point of contact for members, guests, and staff entering the ETC by performing front-desk reception duties, including greeting visitors and answering inquiries (in-person, on the phone, and via email)
- Develop excellent relationships with the ETC clients and general stakeholders within the cleantech ecosystem to foster a sense of community and collaboration within the space
- Engage local Indigenous groups to build meaningful relationships and develop an engagement strategy to ensure that their voices are represented in ETC programming
- Management of meeting rooms, including but not limited to:
  - Maintaining and monitoring the online room reservation system and making changes to reservations as required
  - Resetting meeting rooms, including the cleaning and storage of equipment
  - Monitor rooms and arrange for repairs as appropriate
  - Ordering and set-up of catering as required
- Provide administrative and business development support to the Energy Transition Centre team, including but not limited to:
  - Maintaining a Master contact list for the ETC, specifically regarding key industry influences/stakeholders
  - Submitting access card request forms
  - Liaise with Ampersand property management staff to maintain equipment inventories, and arrange repairs as required
  - Restocking the coffee and kitchen supplies
  - Supporting the organization and logistics around events hosted in the 15<sup>th</sup>-floor community space
  - Completing ad-hoc tasks to support the business development manager and associate director as required



### **Skills/Qualifications**

- Recent graduate from an undergraduate degree in a relevant field
- Or completion of a 1-year certificate or diploma in Business, Office Administration, or related field, plus 1-2 years experience
- Or a high school diploma plus 5 years of experience as an administrative assistant in a business office environment
- General awareness of Calgary's energy and emerging cleantech sectors
- Proficiency with Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Teams, and SharePoint)
- Strong organization skills and capacity to manage multiple tasks in a fast-moving, busy office environment
- Excellent verbal and written communication skills
- Ability to work independently and in a dynamic team environment
- Ability to set up and coordinate video and audio conferences

Interested applicants are asked to forward their resume and cover letter to [hr@innovatecalgary.com](mailto:hr@innovatecalgary.com).

We thank all applicants for their interest; however, only those persons for whom we need further information, or who are being considered for an interview will be contacted.

**Application closing date:           End of Day, August 26, 2022**

*Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally-protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs. Please contact us at [hr@innovatecalgary.com](mailto:hr@innovatecalgary.com) to start a conversation about different accommodations available.*