

JOB POSTING

Industry Engagement Coordinator

(Marine Renewable Energy Industry and Supplier Development and Engagement Project)

About Marine Renewables Canada

Marine Renewables Canada is the country's wave, tidal, and river current energy industry association representing technology and project developers, utilities, researchers, and the energy and marine supply chain. Since 2004, the organization has worked to identify and foster collaborative opportunities, provide information and education, and represent the best interests of the sector to advance the development of a marine renewable energy industry in Canada that can be globally competitive. Over the past decade, the association has served as advocate, information resource, industry incubator and business mentor in an effort to build an industry.

Marine Renewables Canada is a national not-for-profit association, with its head office located in Halifax, Nova Scotia.

Job Summary

This contracted service will support Marine Renewables Canada's industry outreach and engagement activities, with a particular focus on supply chain development initiatives under the association's Marine Renewable Energy Supplier Development Project

Reporting to the Executive Director, the Industry Engagement Coordinator, will work with association staff to develop key activities, materials, and tools to support the growth of Canada's marine renewable energy supply chain. The Industry Engagement Coordinator will assist in connecting the supply chain businesses and organizations with opportunities and information that will facilitate participation in the marine renewable energy sector.

The Coordinator will be proactive in identifying business and funding opportunities, developing outreach and communication tools, identifying potential collaboration opportunities, and building an understanding of policy, programs and legislation that could impact the sector.

Specific Duties

- **Industry and supply chain support**
 - Identify opportunities (funding, policies, research projects, international collaboration, etc.) that could support industry and supply chain businesses

- Develop an in-depth understanding of government (provincial and federal) funding opportunities for members/industry/supply chain.
 - Assist in helping members, industry, and suppliers with connecting to funding opportunities, government programs, etc. for assistance and support.
 - Gather, synthesize, and communicate market intelligence (local, national, international markets).
 - Monitor policy developments, strategies, and plans that affect the marine renewable energy sector.
 - Assist Operations Director with development of a Supply Chain Database
 - Provide support for other industry and supply chain focused activities as required.
- **Outreach and communications**
 - Develop industry briefings and updates (content for members-only website, policy briefings, funding updates, international market updates, sector/project development updates, etc.).
 - Write communications materials such as summaries for events/workshops, promotional materials, website, and blog.
 - Assist with writing of discussion papers and case studies.
 - Liaise with members, industry, government, post-secondary institutions, other relevant associations and networks, etc.
 - Participate in meetings, working groups, and committees as required.
 - Occasionally develop and deliver presentations to industry, public, stakeholders, government, and other organizations.
 - Provide support for other outreach and communication activities as required.

Desired Skills & Qualifications

- Strong time management, organizational, research, and analytical skills.
- Ability to work independently, take initiative, and meet deadlines.
- Experience in communications, public relations, etc – requires excellent interpersonal, verbal, and written communications skills.
- Knowledge and experience in marine renewable energy, energy industry, or other relevant sector.
- A degree in business, communications, public administration/policy or related discipline is desirable.

Terms

This is a term contract to begin May 23, 2016 and end March 31, 2016.

It is anticipated that the time commitment will be approximately 20-25 hours/week.

Compensation will be at a rate of \$2,500 - \$4,000 per month, based on skills and experience.



It is expected that this position will operate from an independent/home office in the Halifax/Dartmouth area in order to work closely with association staff.

Application Details

Marine Renewables Canada will accept submissions until 4:00 pm (Atlantic), Friday, May 6, 2016. Please email your CV and letter of introduction to elisa@marinerenewables.ca.

For further information about this opportunity, please email elisa@marinerenewables.ca.