

Job Description – Clean Leadership 2019 Program

Summary of the Program

The Clean Leadership program (formerly Nova Scotia Youth Conservation Corps or Youth Corps) was established in 1989 to provide Nova Scotian youth with training and employment opportunities in the environmental field. This program engages community partners across the province to hire students to carry out work in the summer months that fosters environmental stewardship. The Clean Leadership program provides Nova Scotian youth with green sector work experience, an enhanced appreciation of the environment and their community, and develops skills for life-long learning (including team-building and leadership skills, increased knowledge for future employment and/or education ventures, program evaluation techniques, and the ability to give back to their community and their environment.

Job Title - Solar Industry Support and Research Intern
Wage - \$19.00/hr

Summary of Position

The community partner for this Summer Student Intern position through the Clean Leadership program will be Nova Scotia Department of Energy and Mines, Sustainable and Renewable Energy Branch, reporting to a Policy Analyst on the Branch's Solar Team. As the Solar Intern, you will have the opportunity to contribute to the development of Nova Scotia's solar industry! In this position, you will be responsible for coordinating the Nova Scotia Solar Summit 2019 and conducting research to explore potential future policy and program options.

The successful candidate should be pursuing a degree in policy or environmental science and will have excellent communication skills (oral and written) with experience planning and coordinating events and conducting research. The ideal candidate will be able to balance working independently to conduct research and write reports with working on a team to collaborate and engage stakeholders and participate in meetings.

The Solar Intern will lead the coordination of the Nova Scotia Solar Summit 2019 with support from the Policy Analyst. The first Nova Scotia Solar Summit was held in 2018 and was organized in partnership with the Canadian Solar Industry Association (CanSIA). The event is an opportunity to bring together stakeholders to share knowledge, provide feedback on policies and programs, network, and celebrate Nova Scotia's solar industry. This position entails conducting research, engaging external stakeholders, and organizing and planning key aspects of the event. In addition, the Solar Intern will conduct research to explore the potential for virtual net metering and a shared solar (community solar) program in Nova Scotia. The Solar Intern will complete a report on their findings.

The Policy Analyst will identify opportunities for networking and learning based on the successful candidate's professional interests. The Solar Intern will have weekly meetings with the Policy Analyst to support project work.

Community Partner

Department of Energy and Mines manages and promotes energy and mineral resources to achieve optimum economic, social, and environmental value from these sectors. The Sustainable and Renewable Energy division is transitioning Nova Scotia to a cleaner energy future. Located in downtown Halifax, the Solar Team has been laying the foundation for a safe, effective, and vibrant solar industry in the province.

Duties and Responsibilities

Nova Scotia Solar Summit 2019

Primary duties and responsibilities:

- Research: Review documents from the Nova Scotia Solar Summit 2018. Conduct research to develop a plan for this year's event
- Stakeholder Engagement: Plan and facilitate a meeting with the Project Committee to collect feedback and discuss planning for this year's event
- Relationship Building: Develop a working relationship with CanSIA's Nova Scotia Policy and Regulatory Affairs Manager and work collaboratively to plan the event.
- Program Development: Identify potential topics and engage potential speakers. Some responsibilities include: Research potential speakers and topics; Drafting an event agenda; Engaging and securing speakers
- Administrative tasks: As required for event planning
- Logistics: Organize and secure key contracts for the event (e.g. venue, catering, tech)
- Generate ideas: Pitch ideas to the intern coordinator for the event based on research and engagement

Market and Policy Research – Future Policy and Program Options

Primary duties and responsibilities:

- Review existing research and consultation documents and materials
- Identify research questions and existing knowledge gaps
- Identify and engage key stakeholders for research
- Conduct primary and secondary research on potential policies and program models
- Plan, develop, and present an internal review of research findings
- Develop, write and complete a jurisdictional and policy scan

Requirements/Qualifications

- Excellent oral and written communication skills
- Demonstrated primary and secondary research skills
- Experience planning and coordinating events
- Must be a Canadian citizen or legally entitled to work in Canada;
- Must be between the ages of 15 and 30;
- Must be a full-time student and intending to return to school in fall 2019;
- Is not a member of immediate family of community partner;



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- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment;
- Be able to work productively as part of a team while responding to feedback;
- Ability to adapt and prioritize tasks
- Positive attitude and willingness to learn and contribute
- Demonstrated interest in future employment in the environmental or 'green' sector is considered an asset.