



JOB OPPORTUNITY: Junior Energy Coordinator

A Division of Cat Lake First Nation Economic Development Corporation

Employer: Far North Natural Resources

Location: Cat Lake First Nation

Reports to: Community Energy Champion

Compensation: \$22.00 per hour (tax exempt)

POSITION PURPOSE

Reporting to Community Energy Champion and working you will build your skills through training and capacity-development opportunities while supporting community energy initiatives. You will carry out duties reasonably assigned by the Employer or its affiliates. As operational needs evolve, the Community Energy Champion may adjust your duties, responsibilities, or work location without terminating or breaching this agreement.

CORE RESPONSIBILITIES

Project Leadership and Delivery

- **Research:** Assist with renewable-energy feasibility studies that support the Nation's priorities.
- **Explore opportunities:** Identify and assess opportunities shared through the Community Energy Champion's networks.
- **Implement plans:** Support implementation of the Cat Lake First Nation Bioeconomy Master Plan and Community Energy Plan as the Community Energy Champion's on-the ground coordinator.
- **Manage initiatives:** Help deliver initiatives in the Community Energy Plan and related programming. Ensure activities are accessible, culturally grounded, and designed to build local capacity and support project development and implementation.
- **Support participants:** Coordinate with the Cat Lake team and Far North Natural Resources team to support participants throughout all stages of the Bioeconomy Project.
- **Administer programs:** Maintain accurate records, assist with funder milestone reporting, and monitor project deliverables.

Technical Analysis and Auditing

- **Energy audits:** Assist the Community Energy Champion with walkthrough assessments of community and residential properties to identify opportunities to conserve water and energy.
- **Data analysis:** Analyze energy data to inform project planning and implementation.

Community Engagement and Outreach

- **Promote programs:** Work with other departments, partners, and the Far North Natural Resources team to promote community energy programming.
- **Build relationships:** Maintain positive relationships with community members, leadership, external



stakeholders, and partner organizations.

- **Coordinate events:** Help organize and host community meetings, workshops, and training sessions to share information, present data, and gather feedback.

Exclusive Service

During your placement, you must devote your full working time, attention, and abilities to the Employer's business and affairs. You may not undertake other employment, consulting, business, or occupational activities—paid or unpaid—that conflict with the Employer's interests or interfere with your duties.

You may participate in charitable, teaching, or volunteer activities provided they do not interfere with your obligations or create a conflict of interest. If you are unsure whether an activity may present a conflict, discuss it with the Employer before participating.

Other Duties

Perform any other reasonable duties assigned by the Corporation, as amended from time to time.



HOW TO APPLY

Interested applicants will submit a cover letter, resume, three (3) current references to:

Email: info@farnorthnr.ca

Closing Date: October 30, 2026

Miigwech to all applicants for their interest, but only those selected for an interview will be contacted.



Far North

NATURAL RESOURCES



