

**Kainaiwa Resources Inc.**  
**Job Description**

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<b>Job Title:</b>	<b>Renewables Liaison</b>	<b>Incumbent:</b>	<b>Summer Student</b>
<b>Date:</b>	<b>July 4 to August 26, 2022</b>	<b>Classification:</b>	

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Supervisor: \_\_\_\_\_

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The Renewables Liaison will assist the Operations Manager with KRI Renewables Projects. This will include recruitment and public relations (PR) as well perform basic general office administrative duties including word processing, filing, computer graphics, and networking with various post-secondary institutions & partners relating to renewable projects.

**Duties and Responsibilities:**

- Research and development of renewables energy information and materials.
- Create PR computer graphics products such as posters, social media newsfeeds and website updates.
- Assist Operations Manager in logistics of special events.
- Assist Operations Manager with current oil and gas production work-plan in creating updates to the Blood Tribe community.
- Attend special events to promote renewable energy projects (open houses, career fairs)
- Liaise with community in awareness and opportunities of upcoming Blood Tribe renewables projects.
- Maintain an organized filing and storage system.
- Perform related duties as assigned.

**Working Conditions:**

- Work in an office environment with standard 37.5 hours weekly and overtime when requested. Some travel is required regarding special events.

**Knowledge, Skills and Abilities:**

- Good knowledge of current oil and gas industry.
- Good knowledge of renewable energy (green, wind, solar) and a willingness to learn more about its future trends and development.

- Good knowledge of grammar and punctuation and how to format documents, letters, reports, and PR materials.
- Proficiency in the use of the latest Microsoft Office software programs and the equipment being used.
- Ability to pay close attention to detail to ensure accuracy.
- Research skills.
- Basic knowledge of Adobe Creative Suite (Illustrator, Photoshop, Premiere)
- Knowledge of social media platforms (YouTube, Facebook, Twitter, Instagram)
- Public speaking and people skills for PR role.
- Good organizational skills and the ability to handle a variety of different projects and complete them on time.
- Motivated and able to work without supervision.
- Good interpersonal skills.

**Organizational Relationship:**

- Reports to the Operations Manager.

**Qualifications:**

- Continuing student in post-secondary field related to renewable energy
- A valid Class 5 driver's license and access to vehicle for special events.
- Understanding of the Blackfoot language and culture.