



**Job Title: WIRE Network Program Manager (Part-Time)**

**Background:** The Women in Renewable Energy Network (WIRE Network) is a professional development network that provides a support system and development opportunities for rising women energy professionals as they help lead island nations' transitions to renewables. The WIRE Network consists of two components: a communication platform and a mentorship program. The communication platform aims to provide tools for women to grow professionally and expand their networks. The WIRE Mentor Network facilitates the sharing of knowledge between senior women in energy from islands and early-career women in the clean energy field who demonstrate leadership potential and strive to reach management levels. The WIRE Network is supported by the WIRE Network Advisory Council that consists of six representatives from an array of backgrounds including alumnae of the WIRE Mentor Network, regional women leaders in energy, and successful leaders and founders of renewable energy organizations. The council provides strategic guidance, connects the WIRE Network with strategic regional and industry partner organizations, and markets the WIRE Network to relevant regional and industry partners.

**Job Overview:** The primary purpose of this position is to lead the Women in Renewable Energy (WIRE) Network. She will provide lead support for managing WIRE and its various partnerships with the Caribbean Electric Utilities Association (CARILEC) and others. This person will focus on growing the impact of WIRE to reach and support more women in the renewable energy sector with leadership and professional development opportunities. This position is part time and can be undertaken remotely/virtually. However, this position has the potential to become full-time in the future.

**Responsibilities and Duties:**

- *Strategic Long-term Planning*
  - Manage the Women in Renewable Energy (WIRE) Network as an integral sub program of CARILEC and set strategic vision for the program.
  - Seek fundraising opportunities for the WIRE Network and grant-writing.
  - Manage and grow partnerships with other organizations.
  - Report virtually to the WIRE Network Advisory Council quarterly
  - Attend Energy Conferences representing the WIRE Network, plan conference WIRE panel sessions, and recruit members
  - Plan WIRE Network events on islands and at various conferences
  - Any other projects requested by Direct Manager
- *Digital Communication*
  - Work closely with PM of CAREC to create technical learning opportunities for WIRE members
  - Manage the WIRE Network Social Media Platforms

- Write quarterly e-newsletters and occasional blog posts
- Work with CARILEC to develop the WIRE Network Web-Page
- Creating other professional development opportunities for WIRE Network members.

### **Skills**

- Drive and ability to work independently, manage own time and schedule, to push projects and initiatives forward;
- Strong team-work and collaborative approach capacity; ability to work with colleagues based outside of the main office;
- Strong interpersonal skills and an ability to interact or interface with diverse sets of individuals in public, private, and non-profit sectors;
- Able to troubleshoot problems, while also identifying issues which need to be escalated
- Strong analytical, quantitative and project management skills, sound judgment and ability to prioritize

### **Qualifications and Requirements:**

- Minimum Required: Bachelor's Degree in Environment, Communications, Human Resources, International Development/relations, Geography or other related fields
- Acceptable: Master's in public administration, Environmental Management or other related fields
- Experience in the Gender and Energy sectors
- 3 years' experience with a regional and international non-profit/NGO and working in a developing country context; experience managing grants and in fundraising.
- Minimum 1 year experience in community management and capacity development
- Strong written and verbal communication skills;
- Must have excellent ability to understand and communicate complex program and practices to a wide variety of stakeholders;
- Ability to learn how to adopt a system thinking approach to their work; ability to listen to colleagues, partners, and clients to understand the interconnected relationships between and amongst the elements in the energy and climate system and/or an individual project, and to synthesize ideas and concepts.
- Ability to work in a varying schedule including nights, early mornings, weekends and holidays.
- Ability to travel domestically and internationally, and work on multiple time zones, as necessary.
- Ability to work remotely, given projects will be based in a number of different countries.

Please email resume including two references and cover letter to [jobs@carilec.org](mailto:jobs@carilec.org)

Or mail to: The Training Manager, PO Box CP5907, Sans Souci, Castries, Saint Lucia

Deadline: **January 31<sup>st</sup> 2019**

**Only suitable candidates will be contacted for an interview.**