



Project Administrator - Small Wind Turbines - Indigenous Peoples
Halifax, NS

Do you want to enhance the well-being of Indigenous Peoples? Do you want to fight Global Warming in your own back yard? Are you First Nations, Indigenous, Inuit, or Métis?

Do you want to contribute, innovate and administrate new marketing and sales initiatives? in a new position? with a new type of company?

Gitpo Renew can deliver. We are an exciting new venture with a mission to encourage Indigenous People to capitalize on renewable energy in Canada. Majority owned by a First Nations family in New Brunswick.

Gitpo Renew's mandate is to involve Indigenous people throughout the process from consultation to execution in local communities. We will coordinate with not-for-profit Workforce Warriors Canada to identify community members interested in a career in renewables to work with certified contractors.

We are a full-service renewable energy company that provides engineering, installation, and post-installation maintenance using some of the most innovative renewable energy solutions in the world to service both Indigenous Peoples and the non-Indigenous.

The Position

Reporting directly to the VP-Sales and Marketing, the Sales and Marketing Administrator will be accountable for:

- Identify and plan project opportunities
- Help to prepare grant applications
- Maintain and update company social media accounts including Instagram and LinkedIn
- Communicate with new and potential clients to ensure that we are engaged and aware of concerns and responsive to suggestions and input
- Prepare and conduct presentations both virtual and in person
- Attend trade shows and assist with setup, tear down, and working in the booth
- Assist in preparation of marketing initiatives for the company
- Greet and engage with visitors to the Gitpo Renew office at The Pier in Halifax
- Respond to email requests for information and marketing materials
- Work closely with manufacturing partners to ensure project timelines are adhered to

- Schedule and coordinate meetings on behalf of the team

Work Environment

- 35 Hour work week Monday-Friday with flexible hours
- This is a hybrid position. The successful candidate will be expected to work at least 3 days per week at the Gitpo Renew office located at The Pier in downtown Halifax. This will be coordinated with the VP Sales and Marketing on a weekly basis
- The successful candidate will enjoy working in a supportive environment at The Pier where like-minded people thrive and exchange ideas in an interactive atmosphere in a vibrant building on the Halifax Waterfront. In addition to a dedicated office, facilities include access to a modern classroom and boardroom

Gitpo Renew Diversity Statement

At Gitpo Renew we are committed to fostering an inclusive culture that values and embraces diversity and allows for personal and professional growth. We firmly believe that diversity fuels innovation and we encourage all employees to feel a sense of empowerment so they can contribute to the growth of the company and the communities that we serve. Our commitment extends beyond hiring practices and we foster a workplace that is safe and where our employees can grow and thrive, regardless of race, sexual orientation, age, or religious affiliation.

We want to jump on this! Please send cover letter and CV no later than February 28, 2025 to: Barry Osmon, barry@gitporeview.com.