



**JOB DESCRIPTION: SOLAR PROJECT COORDINATOR CO-OP WORK PLACEMENT**

Southcentral Saskatchewan Region, Canada  
Greenwood Sustainable Infrastructure

**Overview:**

Greenwood Sustainable Infrastructure LLC (GSI) is a renewable energy development and investment company focused on solar PV and energy storage projects. GSI is seeking an individual in southcentral Saskatchewan that has a passion for the clean energy industry and is aligned with this key operating philosophy: being a dedicated steward of the land, where, through long lasting relationships, the result will always be environmentally positive projects that benefit all involved stakeholders.

We are currently looking for a Solar Project Coordinator who will join our Solar Development Team for a 4-month cooperative term. This exciting role will be working on Saskatchewan's largest solar project to date, our 100 MW Iyuhána Solar Project located in the RM of Estevan, Saskatchewan.

This role will report to the Senior Project Developer and will be remote based, but ideally the applicant is within driving distance of Estevan, SK. No previous experience or training required. Training and mentorship will be provided.

**Key Responsibilities Will Include:**

- Coordinate project meetings and prepare minutes of meetings
- Manage project information in an organized, comprehensive and efficient manner
- Support with engagement with First Nation Chiefs, Council and community members to inform them of the project status and invite collaboration to find meaningful ways to contribute benefits to the community through training, employment, and sponsorship
- Support coordination of subconsultants including biologists, archaeologists and engineers
- Support the Senior Project Developer with tracking the project schedule, budget, and resources
- Collaborate with internal team across many disciplines including Engineering, Finance, Legal and Operations
- Prepare and deliver progress update reports, presentations and proposals
- Participate in on-site meetings and document results
- Share project information with landowners, municipal staff, and other key stakeholder relationships

**Key Attributes:**

- Pursuing a degree or diploma in project management, engineering, environmental science, business or construction administration preferred but not required.
- Must have valid driver's license
- Culturally sensitive of Indigenous traditions, local government and Treaty 4 history
- Excellent verbal and written communication skills
- Detail-Oriented, Strong file management and organizational skills
- Strong skills in MS office suite including MS Project and Excel