



SOLAR PROJECT COORDINATOR JOB DESCRIPTION

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 full-time Solar Project Coordinator who will join our Solar Development Team in the final permitting, construction, and operation for our 100 MW Iyuhána Solar Project located in the RM of Estevan, Saskatchewan. This exciting role will be working on Saskatchewan's largest solar project to date – the first of its kind in the province.

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. The role includes occasional travel to our headquarters in Baden, Ontario.

We encourage applications from all qualified individuals, but preference will be given to Indigenous candidates.

Key Responsibilities Will Include:

- Coordinate workflow of solar projects through land acquisition, permitting, stakeholder consultation, interconnection, and contracting and engineering
- Defining and communicating project needs and requirements to external contractors, internal teams and customers to ensure timely project delivery
- Engage 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
- Manage project information in an organized, comprehensive and efficient manner
- Coordinate project meetings and prepare detailed minutes of meetings
- Track and ensure project compliance with contract requirements
- Collaborate with team to improve project management processes
- Identify and manage project dependencies and critical path tasks
- Develop and deliver progress update reports, presentations and proposals
- Create and manage budgets and schedules for the entire development life cycle of projects
- Participate in on-site meetings and document results
- Coordinate field visits by biologists, engineers, and service providers
- Manage landowner, municipal, and other key stakeholder relationships
- Support with the research and material preparation, organization, and compilation related to competitive procurement processes and renewable energy program initiatives
- Support the development team with other project tasks as required



Key Attributes:

- Degree or diploma in project management, engineering, environmental science, business or construction administration preferred
- 2+ years of experience in Project Management, Environmental Science, or Engineering ideally in the renewable energy industry
- Must have valid driver's license
- Culturally sensitive of Indigenous traditions, local government, and Treaty 4 history
- Excellent verbal and written communication skills
- Strong file management and organizational skills
- Ability to manage multiple ongoing projects with differing deadlines
- Ability to work within a team and with minimal supervision
- Strong initiative and problem-solving skills
- Strong computer skills and high attention to detail
- Strong skills in MS office suite including MS Project and Excel