



Renewable Energy.  
Sustainable Development.

## JOB POSTING #PRC195

### POSITION: COORDINATOR – COMMUNITY AND LAND RELATIONS VANCOUVER, BC (CANADA) OR SAN DIEGO, CA (USA)

**Do you want to be part of a growing company and a team of experienced professionals?**

**We are always looking for new talent, come join our team!**

### ROLE AND RESPONSIBILITIES

Reporting to the Vice President – Corporate Relations, the Coordinator – Community and Land Relations will be a part of the Corporate Relations team and will work closely with the Manager – Community and Land Relations. The Corporate Relations team builds and maintains relationships with all levels of governments, Indigenous and local communities, project stakeholders and others, from the project's initial development stage through to operations.

#### The main responsibilities are as follow:

- Assist in providing notification to project stakeholders of work or studies that may be conducted on their property;
- Facilitate signing of various project documents with stakeholders, including but not limited to agreements, estoppels, amendments, payment authorization forms, etc.;
- Collect and organize landowner forms (including but not limited to payment authorization forms and W9 forms);
- Review and organize legal documents (including but not limited to land leases, easements, and Resource Development Agreements);
- Work closely with external and internal legal counsel for the preparation of agreements;
- Facilitate site plan preparation/reviews;
- Interface with local companies interested in providing services for the project(s) and refer them to the appropriate project resource(s);
- Plan and organize events for landowners and communities (liaise with local community reps and government officials for various initiatives);
- Work closely with title company to ensure title commitments are fulfilled for projects;
- Analyze agreements and prepare agreement commitment matrix for internal use;
- Prepare form agreement deviation spreadsheets;
- Track and manage commitments within project agreements;
- Track project related work (including but not limited to project transmittals, requests for information and change orders);
- Plan and organize meetings, including booking of meeting location(s), time and attendees;
- Assist with preparation of meeting materials and minutes.

### PROFILE

- Detail-oriented with strong work ethic;
- Strong organizational and administrative skills;
- Ability to multi-task, prioritize and work under tight timeframes;

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Please note that only candidates selected for an interview will be contacted.  
The masculine is used in this publication without prejudice for the sake of conciseness.

- Ability to identify process improvements and efficiencies;
- Good judgment, understanding of when to take on a task and when to seek direction;
- Excellent communication skills, both written and spoken;
- Strong communication and problem-solving skills reflected in the ability to foster solid internal and external work relationships;
- Excellent team player and strong interpersonal skills, including the ability to deal with difficult people and situations.

## PROFESSIONAL REQUIREMENTS

- Minimum of 5 years of experience in a similar role;
- Proficiency in MS Office (Word, Excel, etc.);
- Experience in working with multiple stakeholders;
- Experience working with legal documents;
- Experience working with landowner agreements in the USA and/or Canada;
- Must possess a valid unrestricted British Columbia class 5 or California class C driver's licence;
- Must have or be able to obtain a valid passport;
- Ability to travel within Canada and the United States of America.

## COMPANY PROFILE

Innergex Renewable Energy Inc. is a global player with an extensive and growing portfolio of assets in Canada, the United States, France, Chile and Iceland. The Corporation develops, acquires, owns and operates hydroelectric facilities, wind farms, solar parks and geothermal plants exclusively producing renewable energy.

Sustainable development producing positive social, environmental and economic results guides our actions. We are not only proud of the work we do, but also of the way we do it. Our many accomplishments and continued successes are made possible by our outstanding team of employees.

Innergex, a publicly traded corporation, has offices in Longueuil, Vancouver, Lyon and San Diego.

The chosen candidate may be based at our Vancouver, BC office or our San Diego, CA office.