



TSX V: NGP
OTC BB: NGLPF

Nevada Geothermal Power Inc. is a dynamic, entrepreneurial and well funded company. We are currently hiring for our Vancouver, B.C. office and have immediate requirements for:

Communications Coordinator

Position Summary

We are seeking an enthusiastic communication professional with a 'can-do' attitude to play the key role of Communications Coordinator in a fast paced public company as part of the Corporate Communications and Investor Relations Department. The candidate will be responsible for developing and implementing internal and external communication programs as well as helping with investor relations and administrative duties.

Responsibilities

As part of the Communications team, you will work closely with the Corporate Communications Manager, Investor Relations Representative and as well as liaise with the President and other NGP department heads. The candidate will develop and implement internal and external communication initiatives, including investor relations, trade shows, speaking and writing engagements, conferences and special events.

Specific duties will include, but are not limited to the following:

- Implementing communication strategies and programs designed to inform corporate entities, shareholders and the general public of the Company's geothermal business;
- Co-developing and managing media events, trade shows, AGM and shareholder events and any necessary travel associated with these events;
- Ensuring that all internal/external communications (websites, publications, signage, etc.) are prepared, delivered and coordinated for all events;
- Drafting and disseminating news releases;
- Drafting content for communications documents and web based media as well as maintaining up-to-date web site information;
- Conducting accurate research, editing and proofreading skills in developing written communications products including Annual Report and Information Circular;
- Coordinating all aspects of meetings and special presentations including providing writing and project support on communications and multi-media productions;
- Providing written and project support including organizational, problem solving and project management skills;

- Assisting with project management of proposals and government applications including familiarity with interactive application websites;
- Assisting in office administrative support including preparation and filing of US and Canadian regulatory documents, and data inputting;
- Establishing strong relationships throughout the Company;
- Investigating and developing key communications messages for all stakeholders;
- Proactively raising awareness of the firm by creating internal and external communication activities;

Qualifications

- Degree or diploma in Business or Communications, or equivalent experience.
- Ability to work independently and as part of a team.
- Must have a valid passport for occasional U.S. travel.
- Exceptional verbal and written communication skills.
- An enthusiastic self-starter with a desire to take ownership of several major projects and takes lead of initiatives from start to finish with minimal supervision.
- Proven ability to effectively manage multiple activities of varying complexity while under time constraints, while keeping an eye on detail.
- Strong working knowledge of MS Office Suite and Adobe Creative Suite as well as some experience with database software.
- Some graphic design/layout experience and basic html knowledge a definite asset.

* This is a temporary position for a period of 6-12 months.

The company offers excellent health benefits, competitive remuneration opportunities for career advancement in an exciting field of endeavor. This position is based in Vancouver, B.C.

Fax resumes to: 604-688-5926

Email resumes to: careers@nevadageothermal.com

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