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COMMERCIAL & JOINT VENTURE – SUMMER STUDENT

Job Type	Full Time - Temporary
Work Schedule	Monday - Friday, 8 hours/day
Reporting To	Manager, Commercial
Location	Calgary

Company Profile

Cavvy Energy is a Canadian energy company headquartered in Calgary, Alberta, focused on the exploration, extraction, and processing of natural gas. The Company is a significant upstream producer and midstream custom processor of natural gas, NGLs, condensate and sulphur from Western Canada. We employ approximately 300 people across our operating locations and Calgary head office and are an inclusive, diverse team with meaningful challenges and opportunities for learning and career growth.

The Opportunity

We are seeking a Commercial & Joint Venture Summer Student to join our Joint Venture team. This position will give you the opportunity to learn how partnerships, agreements, and commercial decisions shape a natural gas business. You'll support real operational workflows, from maintaining JV agreements to validating ownership data and coordinating partner communications. You'll work alongside skilled professionals who value curiosity, accuracy, and collaboration, receiving mentorship that helps you build confidence in commercial analysis, data integrity, and JV governance. This is an ideal opportunity for a motivated student who wants to develop industry-ready skills, understand how commercial and joint venture operations function in an upstream energy environment, and contribute to a team that is committed to your growth.

Key Responsibilities

Joint Venture Administration & Agreement Support

- Maintain and update Joint Venture Agreements, including tracking assignments, mergers, swaps, and exhibits.
- Contribute directly to agreement governance by drafting, routing, and recording amendments and approvals.
- Partner with Land, JV, and Legal teams to ensure alignment of records across the organization.

Commercial & Asset Data Accuracy

- Validate and update wells, facilities, pipelines, and ownership information.
- Reconcile internal systems with executed agreements and AFE records, supporting the business with reliable commercial information.
- Support the preparation of internal commercial reporting and data extracts.

Mail Ballot & AFE Administration

- Track key partner responses, monitor deadlines, and help ensure Cavvy fulfills its obligations in a timely, transparent manner.
- Assemble and distribute AFE packages, learning how capital decisions are communicated and approved across Joint Ventures.
- Record partner responses and update required systems.

Partner Correspondence Support

- Support management of the shared JV inbox, triaging inquiries and tracking follow-ups.
- Ensure partner correspondence is captured and stored properly for future reference.

Commercial & JV Records Management

- Maintain digital and physical files as a key contributor to Cavvy's data integrity standards.
- Support reviews, audits, or partner requests with well-organized information.

Qualifications & Experience

Education & Experience

- Currently enrolled in post-secondary education in Business Administration, Commerce, Petroleum Land Administration, Energy Management or related field.
- Previous oil & gas experience considered an asset.

Essential Skills

- Proficiency with MS Office Suite.
- Strong organizational and time-management abilities.
- High attention to detail when reviewing documents and data.
- Ability to learn new systems quickly and adapt to changing priorities.
- Collaborative and team-oriented mindset.

Why Join Us?

This role offers a unique blend of commercial analysis, joint venture governance, and hands-on operational exposure, giving you a well-rounded understanding of how partnerships, agreements, and commercial decisions drive value in an upstream natural gas business. Whether you are documenting changes in ownership, supporting commercial workflows, or helping ensure the accuracy of information that underpins multi-million-dollar operations, you will see how your work directly contributes to the success of Cavvy's assets and partnerships.

Cavvy is an equal-opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, national origin, age, disability, protected veterans' status or any other legally protected factors. Accommodation for applicants with disabilities is available upon request during the recruitment process.

To apply please send resume to HR@cavvyenergy.com