

Job Description

Job Title:	Communications and Research Coordinator, Partners for Action
Department:	Office of the Dean, Faculty of Environment
Reports To:	Director, Partners for Action
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	February 2019

Primary Purpose

Partners for Action (P4A) is an applied research network that works collaboratively with stakeholders across Canada to advance flood resiliency in the context of a changing climate and extreme weather. The incumbent is responsible for providing support in the development and implementation of communications and applied research projects that contribute to P4A's mandate. This position is responsible for maintaining the Partners for Action websites, social media sites and for supporting P4A's administrative and outreach activities.

Key Accountabilities

Communications:

- In collaboration with the Director, develops and implements P4A's communications plan and strategies
- Develops print, digital and social media content, including blog posts, newsletters, and other communications materials
- Creates content for and manages development of P4A's annual report
- Assists in executing outreach activities
- Tracks communications metrics

Websites and social media:

- Posts and maintains content on P4A's University website, project website (FloodSmartCanada), and P4A's twitter account, applying principles of writing for the web and in compliance with accessibility standards (for internal UW website)
- In collaboration with the Director, builds P4A's social media presence
- Maintains websites and interfaces with web developer for external website, as needed
- Reports and analyzes webpage performance using Google Analytics and other analytics

Research and programs:

- Supports the design, development, and implementation of research projects and programs
- Assists in developing and tracking deliverables, schedules and budgets
- Works with Director to identify trends and potential research direction
- Undertakes research on identified topics
- Supports the development of research reports to external stakeholders and funders, as needed

Administration support:

- Monitors expenses, Unit 4 financial reports, reconciliation of P-Card
- Prepares/reviews expense claims and processing invoices for payment

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- Maintains up-to-date stakeholder mailing list
- Provides administrative and logistical support for events, including meetings, workshops, and conferences
- Takes minutes of committee meetings and workshops
- Other relevant duties, as assigned

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Bachelor's degree. Master's degree is preferred.
- Knowledge of flood resiliency and/or climate change issues is considered an asset

Experience

- 1-2 years of experience in communications and research coordination with a proven track record of writing and project coordination
- Experience with web applications, social media, and marketing, preferably in a university setting.
- Experience in research
- Experience in an administrative environment with exposure to finance

Knowledge/Skills/Abilities

- Demonstrated team player who takes initiative and has strong problem solving skills
- Excellent interpersonal skills
- Excellent technical writing (grammar, editing, and creative writing skills)
- Excellent verbal communication skills
- Strong organizational and attention to detail
- Experience interacting with external partners (industry, government, non-profit organizations) and senior administration within the University.
- Experience with knowledge mobilization projects and strategies
- Experience in design of marketing/promotional materials, and event planning
- Proficiency in Microsoft Office, including PowerPoint, Excel and Word

Nature and Scope

- **Contacts:** Internal: Office of the Dean, Faculty of Environment, Advancement, faculty, administrative staff, undergraduate and graduate students; External: Advisory Committee, Stakeholder Group, funders, external partners (government, industry, non-governmental organizations) The nature of interaction may include: Exchanging and providing information; Collaborating on work initiatives and projects; Responding to questions and inquiries; Presentations at meetings, conferences, and workshops
- **Level of Responsibility:** This position has defined specialized or routine duties and responsibilities, and receives direct supervision and guidance. The successful candidate will work as part of a team to develop and manage programs within a research group. The position requires a good understanding of the necessary technical, organizational, creative and interpersonal skills to achieve results in a team

environment. This position interacts with students, and provides guidance where required or appropriate.

- **Decision-Making Authority:** The incumbent will have the authority to make decisions around communications needs and strategies. The incumbent will make decisions around research tasks and details of meetings and events, subject to overall plans and confirmation with the Director.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Office-based. Occasional travel to support meetings, workshops, and conferences, as required. Regular working hours, with some evening work required to support events. There is frequent need to pay close attention to detail surrounding interactions with co-workers and stakeholders, written materials, and web-based content. There are deadline pressures, while adhering to standards of thoroughness and accuracy. No significant physical or psychological risks