

Job Title: Stakeholder Engagement Coordinator

Department: Partners for Action

Reports To: Director, Partners for Action

Jobs Reporting: **None**

Salary Grade: USG 6

Effective Date: February 2022

Partners for Action (P4A) is a research initiative that seeks to empower Canadians to become flood resilient by promoting awareness and preparedness actions that are inclusive and evidence-based.

P4A conducts original research and partners with organizations across the country with the goal of influencing flood risk preparedness at the individual and collective level. We do this through stewardship of Flood Smart Canada—a bilingual online portal for flood risk awareness and preparedness—supporting community-engaged flood risk awareness, preparedness and adaptation, and contributing to policy development, flood resiliency planning, and foresight.

The Stakeholder Engagement Coordinator is responsible for supporting relationship management across the flood resiliency and climate adaptation stakeholder landscape and contributes to P4A's capacity to create and steward partnerships with organizations and communities across Canada.

Key Responsibilities

Stewardship support

- Develop and maintain a multisectoral stakeholder CRM including government contacts at all jurisdictional levels, key funders, private sector leaders, academics, NGOs working in climate action and adaptation, community organizations, and consultants.
- Support the Director in creating new project partnerships and funding applications in collaboration with a variety of partners from across Canada.
- Develop and manage content for a biannual newsletter and its distribution to stakeholders.
- Create and maintain a calendar of event opportunities for networking, presenting and partnership cultivation.
- Coordinate all logistical components for tri-annual (Winter, Spring & Fall) meetings of the Partners for Action Advisory Committee.
- Support the Director in reporting including collecting impact measurement data and coordinating the Annual Report.
- Support the Director in the preparation of other reports on events, research projects, environmental scans, statistical reports, proposals, and post-event reports.
- Collaborate with Communications and Advance staff within the Faculty of Environment to ensure strategic alignment.
- Other duties as related to advancing the mandate of Partners for Action.

Digital and Communications Support

- Create event webpages and registration forms while working collaboratively to ensure processes are followed and consistency is maintained.
- Manage event registration and customer service emails.
- Coordinate deployment of pre-and-post event emails, including surveys.
- Participate in and contribute to social media activities leading up to and at events and related outreach.

**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 or equivalent. Background working in fundraising, community development or external relations an asset.

Experience

- Demonstrated experience organizing meetings.
- Professional or volunteer experience with partnership development, community mobilization, project coordination, or stakeholder engagement.
- IAP2 Foundations in Public Participation Certificate an asset.
- Experience with various communications and management software, such as CRM tools, Google Suite, Microsoft Office, Dropbox, WhatsApp, Facebook, etc, and be able to adapt to using new tools.
- Experience with design software (e.g. Canva, Photoshop, and Adobe Creative Suite 4) an asset.
- A track-record of communicating with a broad range of professionals.

Knowledge/Skills/Abilities

- Detail-oriented with the ability to see projects through from start to finish.
- Superior organizational abilities and the ability to manage time to effectively deliver results and meet deadlines.
- Self-driven and able to manage tasks independently.
- Knowledge of sustainability issues, policy landscapes and community development an asset.
- Excellent command of the English language, including writing, speaking and listening. Bilingualism in French and English considered a strong asset.
- Excellent interpersonal and communication skills who can coordinate and work with a variety of internal and external partners in a professional way.
- Adaptable and able to generate solutions quickly to get things back on track if circumstances change.

Nature and Scope

- **Physical and Sensory Demands:** Primarily a computer and telephone based position, with opportunities for in-person connection at the University of Waterloo (depending on University policy related to social distancing and COVID-19).
- **Working Environment:** Position based at the University of Waterloo. Remote working arrangements available based on current University policy related to social distancing and COVID-19.