

Posted: July 10, 2017

Deadline for applications: Aug. 1, 2017

Job Profile

Coordinator, engAGE: Concordia Centre for Research on Aging

A. PURPOSE OF COORDINATOR

Purpose: To oversee and manage the daily administrative and research operations of engAGE: Concordia Centre for Research on Aging and its related networks and collaborations.

Position scope: The Coordinator works with the Director and Associate Director to manage the day-to-day operations of engAGE. S/he oversees administrative management of engAGE and works with Concordia units like the Office of Research, Human Resources, Finance, University Communications Services, Alumni and Advancement, Office of Community Engagement and Hospitality Services. The Coordinator helps the Director and Associate Director to develop policies for the management of engAGE, provides assistance to engAGE researchers aiming to develop projects within the aegis of engAGE, and organizes biannual engAGE meetings and Governing Board meetings. The Coordinator plans an active portfolio of engAGE knowledge mobilization activities, organizes activities and events, and maintains a dynamic online presence for the Centre.

B. DUTIES AND RESPONSIBILITIES

Major Responsibilities

Importance

Frequency

Major Responsibilities	Importance	Frequency
1. Oversee and manage the daily operation of engAGE's administrative functions and its related networks and collaborations.	1	Daily
2. Administer operational and internal funding budgets; plan and manage budget projection activities by adhering to financial forecasts and plans.	1	Daily
3. Oversee and coordinate the development of presentations, reports, and briefs.	1	As req'd
4. Liaise with both internal and external researchers, government offices and community groups in order to establish and build relationships that will enhance the work of the Centre and related areas. Facilitate the integration of new researchers and partners into the Centre.	1	Weekly
5. Develop content for the website, manage the website and develop communication materials and an online profile.	1	Daily
6. Organize knowledge mobilization initiatives including conferences, seminars, and workshops.	1	Weekly

7. Advise the Director and Associate Director with regard to requests for new projects and collaborations, assessing capacity issues; support the Director and Associate Director in identifying and reviewing grant proposals and related documentation; assist with implementing and monitoring research projects.	2	Weekly
8. In collaboration with the Director and Associate Director, plan and carry out milestone reporting	2	As needed
9. Represent engAGE in various meetings or events.	2	As needed
10. Manage Governing Board elections and facilitate various governance processes within engAGE.	2	Annually
11. Perform other duties in support of the Centre and its related networks and collaborations.	3	As needed

C. EDUCATION AND EXPERIENCE

- Master's degree in a field relevant to the primary responsibilities and 2-4 years of related experience
- strong planning, organizational, and problem-solving skills
- ability to work independently and meet deadlines
- proven ability to work under pressure in a fast-paced environment
- ability to lead a team and foster a positive team environment
- capacity to write grant applications and seek innovative funding opportunities
- demonstrated strength in communication and interpersonal skills, ability to foster and develop new relationships and collaborations
- very good spoken and written English and French to be able to initiate policies procedures, protocols, write grant applications and communicate with external clients and partners
- ability to multi-task and work on a variety of projects concurrently
- intermediate knowledge of Word, Excel, and Powerpoint, Adobe Acrobat
- ability to work outside normal working hours

D. ASSETS

- knowledge of various government (Tri-Council, Quebec) and private funding opportunities
- experience in a university environment
- experience with community organizations
- PhD in a related field
- interest in or background in the study of aging

E. CONDITIONS

- 21 hours/week
- Salary \$30/hour plus benefits

Qualified applicants are invited to submit CV and cover letter by August 1, 2017 to:

Shannon Hebblethwaite

Director, engAGE

shannon.hebblethwaite@concordia.ca

We encourage applications from all qualified individuals, however, only those under consideration will be contacted.