Hiring: Future Earth/SDA Coordinator

**Start date:** September 6, 2021  
**Salary:** Commensurate with level of education and experience (see https://www.concordia.ca/hr/dept/compensation/salaryscales.html)  
**Duration:** One-year renewable contract  
**Location:** Montreal, Canada  
**Deadline for application:** September 3, 2020

**Position overview**  
We are seeking a Coordinator for Future Earth and Sustainability in the Digital Age. Reporting to the Unit Director, the incumbent coordinates the day-to-day operation of the Unit and acts as principal liaison between the external accounting firm, partners, funders, and university on administrative and financial affairs.

**Roles and Responsibilities**

- Coordinate the daily operation of the unit (Human Resources, Finances and Administration).
- Ensure effectiveness of the unit’s administrative processes through planning, revising and updating operating procedures; recommend improvements to existing procedures and policies.
- Place orders for all unit expenditures, administer the unit’s operating budget as well as all other funds (development and Awards) controlled by the unit.
- Assist the Unit Director in providing support to all full-time, part-time, interns and students, to the unit. Process and generate all part-time and full-time contracts.
- Process all paperwork related to full-time departmental processes, including performance evaluations, promotions, sabbaticals, leaves, hiring searches, etc.
- Supports the Director in the transition of Future Earth/SDA staff and operations to Concordia.
- Provide support with translation of communications and timely reporting to funders.
- Act as liaison of FEI/SDA Board and Academic Institutional partnerships.
- Organize unit activities and may be called on to provide logistics support to in-person events.
- Under-supervision of Future Earth’s Executive Team, coordinate national contributions and allocation of funds to GRPs.
- Act as main HR representative for Future Earth Canadian Global Hub and may be called on to lead various Future Earth HR initiatives (conduct Future Earth staff survey processes etc.).
- Perform other duties as required by the Director.

**Qualifications & Desired Qualities**

- Higher Education studies in administration and/or sustainability science  
- Knowledge of the research landscape in sustainability science  
- Excellent communication skills in English and French
• Ability to work in a fast-paced work environment
• Ability to navigate complex administrative processes
• Experience working with non-for-profit and international organizations

Application procedure

As the position is based in Montreal, applicants must be legally authorized to work in Quebec. The position will be part of Concordia’s University’s CARE union (Concordia Association of Research Employees).

Applicants to this position are requested to submit a curriculum vitae describing their interest in the position and how their skills and experience would help them meet the requirements of the role. Please also include the name and contact details of two referees. Applications – in one combined PDF file and in English – should be sent via email with "Future Earth-SDA Coordinator" in the subject line to damon.matthews@concordia.ca. The closing date for applications is September 3, 5pm EDT.

About Concordia University, Future Earth and Sustainability in the Digital Age

Concordia is a next-generation university, continually reimagining the future of higher education. Located in the vibrant multicultural city of Montreal, Concordia is the top-ranked university in North America founded within the last 50 years and annually registers some 51,000 students through its innovative approach to experiential learning and cross-functional research.

Future Earth is the international platform for research, innovation, and collaboration working to accelerate transformations to global sustainability. With offices all over the world, we harness the experience and reach of thousands of scientists and innovators from across the globe. Sustainability in the Digital Age (SDA) is a partner organization to Future Earth. SDA explores the opportunities and challenges of leveraging the digital revolution to enhance global sustainability and equity and aims to forge multi-stakeholder partnerships and foster actions to make this vision a reality.