

## Hiring: Future Earth/SDA Project Coordinator

**Start date:** April 18th, 2022

**Salary:** Commensurate with level of education and experience

**Duration:** One-year renewable contract

**Location:** Montreal, Canada

**Deadline for application:** March 29th, 2022

### Position overview

We are seeking a project coordinator to continue the development of our current Sustainability in the Digital Age (SDA) initiative and Future Earth Canada work on the Sustainable Development Goals as well as support activities linked to Future Earth governance. The mandate of the SDG work is to continue to support online dialogue series across the country, focused on how the digital age is impacting achievement of the [Sustainable Development Goals](#), and to increase awareness across Canada of [Agenda 2030](#) and its connection to digital transformations for sustainability. This is a dynamic position suited to a candidate who is comfortable liaising with many stakeholders, and who is attentive to detail. This position reports to the Executive Director of SDA and will involve liaising with the Canadian Science Policy Centre towards common projects that could contribute to the upcoming Canadian Science Policy Annual Conference.

### Roles and Responsibilities

- Cultivate linkages with Canadian experts identified through the ESDC funded SDG project.
- Help SDA organize events at the nexus of science and policy.
- Work with Future Earth Assembly co-chairs, Assembly Organization Committee, global hubs/secretariat representatives to plan, organize and coordinate all activities required to hold the Future Earth Assembly 2022.
- Support SDA Executive Director in administrative linkages of networks of partners and experts across Canada.
- Support SDA Executive Director to raise funds to continue work at the nexus of digitization and the SDGs.
- Support the Future Earth Research and Innovation Team.
- Explore ways SDA's work can align with the Canadian government and [International Sustainability Standards Board](#) (ISSB) climate related priorities.
- Facilitate hub operations with innovative management tools to increase efficiency and reach out thousands of stakeholders.
- Maintain and grow the database for SDA's expert contacts and FE network, especially connections in Canada.

### Qualifications & Desired Qualities

- Minimum bachelor's degree in a relevant discipline with experience in standard setting.
- 2-4 years of experience organizing or facilitating workshops, focus groups, convenings etc. with multiple groups.
- Knowledge of SDGs, Canada's climate change and digital innovation priorities.
- Superior communication, organizational and interpersonal skills with ability to multitask.
- Excellent writing and synthesis skills in English, bilingual French and English preferred.

- Ability to be autonomous in a fast-paced work environment.

### **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 "Project Coordinator" in the subject line to [eliane.ubalijoro@concordia.ca](mailto:eliane.ubalijoro@concordia.ca) and [montrealhub@futureearth.org](mailto:montrealhub@futureearth.org). The closing date for applications is **March 29th, 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.