

## Vacancy: Project Manager, Concordia University

**Start date:** July 4, 2022

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

**Duration:** 15 months full-time contract from July 4, 2022 - September 30, 2023, with possibility of renewal

**Location:** Montreal (Quebec), Canada

**Deadline for application:** June 29, 2022, 5pm EST

### Position Overview

We are seeking a Project Manager to coordinate a new project for the Sustainability in the Digital Age (SDA) initiative, and the Future Earth Canada Hub. The project focuses on conducting a **landscape analysis of carbon and water modelling** (including both techniques and stakeholders engaged) to inform the scale-up of nature-based climate solutions in Canada. The mandate of this project is to address key questions in this space, refined in collaboration with an expert advisory group, through research and a rapid consultation process. A final report in the format of a roadmap will be produced during this project, that can be used to prioritize research and investment towards the most promising avenues for scale-up of machine learning applications in Canada, as identified during the consultation process.

This is a dynamic position suited to a candidate who is comfortable working in highly interdisciplinary, multi-sectoral contexts and is aware of major issues at the nexus of digital innovation and environmental sustainability, in particular as they relate to biodiversity, carbon, and water. This position reports to the project's Principal Investigator, Dr. Eliane Ubalijoro, Research Professor in the Department of Geography, Planning and Environment at Concordia University.

### Roles and Responsibilities

- Overall project management, with focus on developing long-term networks and project strategy, knowledge transfer activities and workshops
- Support work on creating guidelines for the design of NbS (including Nature-based infrastructures) in Canada through co-design with Indigenous Peoples and Local Communities (IPLC)
- Support work on creating a guideline for Canada to enable alignment with rapidly-developing global standards for transparent measurement, reporting and monitoring of carbon emissions and removal
- Primary liaison with the project Advisory Group and other project partners
- Coordinate with parallel projects addressing similar questions, both within and external to SDA/ Future Earth
- Lead the organization of workshops and other stakeholder engagement activities
- Prepare materials related to the project as required, such as presentation slides, concept notes, synthesis documents
- Co-develop digital communications products with the Digital Content Officer
- Coordinate and manage the development of project outputs, including the final report and other products as determined by the Principal Investigator
- Conduct research as needed (e.g. literature reviews, data analysis)
- Supervise intern(s)/student research assistant(s) in the project

### Qualifications & Desired Qualities

- Master's degree or equivalent related to sustainability (e.g., environmental governance, systems science), and/or digital technology (e.g., computer science and engineering, remote sensing, Artificial Intelligence)
- Minimum two years' experience in project management
- Experience in workshop coordination, report writing, scientific research coordination
- Understanding of major issues at the nexus of digital innovation and environmental sustainability
- Experience of working with Indigenous communities and/or knowledge of [UNDRIP](#) is an asset.
- 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.

Applicants to this position are requested to submit a curriculum vitae and a cover letter 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 in English – should be sent via email with "Project Manager, Landscape Analysis" in the subject line to [eliane.ubalijoro@concordia.ca](mailto:eliane.ubalijoro@concordia.ca), copying [wendy.kuo@concordia.ca](mailto:wendy.kuo@concordia.ca). The closing date for applications is June 29, 2022, 5pm EST.

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#### **About the Department of Geography, Planning and Environment at Concordia University**

*The Department of Geography, Planning and Environment at Concordia University is at the forefront of interdisciplinary research and teaching that addresses some of the most pressing social and ecological problems of our time. Located in the [heart of Montreal](#), we are home to a diverse and dynamic community of [faculty](#), [staff](#), undergraduate students, graduate students and alumni. Bridging the natural and social sciences, we provide a distinctive and incisive perspective on the world through our [research](#), teaching and graduate training in three core areas: [geography](#), [urban studies and urban planning](#), and [environmental science](#).*