

JOB OPPORTUNITY

Position Title: **QUESCREN KNOWLEDGE MOBILIZATION AND COM-UNITY PROJECT COORDINATOR**

Department: Quebec English-Speaking Communities Research Network,
School of Community and Public Affairs, Concordia University

Posted on: April 26, 2021

Deadline: May 16, 2021

Campus: Loyola

Note: This is a replacement contract until June 30, 2022.

Contract dates: June 14, 2021 to June 30, 2022, inclusive

SCOPE

The employee reports to Drs. Brian Lewis and Chedly Belkhodja, QUESCREN co-directors, and works in collaboration with QUESCREN staff. Dr. L. O'Donnell, QUESCREN Research Associate, provides immediate direction.

The employee is responsible for planning and delivery of QUESCREN knowledge mobilization activities and coordinating the COM-Unity project. This involves:

- Working with QUESCREN staff to promote research on English-speaking Quebec that has been conducted by people and groups internal and external to QUESCREN networks, and
- Working with Lorraine O'Donnell, other COM-Unity project staff, other Concordia University staff (e.g., in the Office of Research), and COM-Unity project partners, to coordinate activities and administration of the COM-Unity project.

PRIMARY RESPONSIBILITIES

- Coordinating, promoting, and producing a variety of research events, both online and in-person
- Implementing QUESCREN communications strategy through social media and other means to increase knowledge of research and development initiatives
- Coordinating the COM-Unity project (organizing meetings, taking minutes, helping to ensure grant agreement and partner deliverables are carried out on time and on budget, assisting in the preparation of follow-up grant application)
- Preparation of reports in various formats

EDUCATION AND EXPERIENCE REQUIRED OR CONSIDERED ASSETS

- Bachelor's degree in a relevant discipline
- Demonstrable experience in planning and carrying out events with a high level of autonomy.
- Demonstrable experience coordinating and liaising on multi-partner projects, with community and government stakeholders.
- Knowledge and experience of the following technology:
 - Event management tools (Eventbrite, Zoom, Teams, Doodle etc.) Knowledge of event software 'Grenadine' is an asset.
 - Online communications tools (Facebook, Youtube, Mailchimp, Google docs etc.)
 - Graphic design and editing software is an asset (Photoshop, Illustrator, AEM, basic video editing software, basic HTML)
- Knowledge of English-speaking Quebec and linguistic minority issues
- Advanced knowledge of English: writing, speaking, reading
- Advanced knowledge of French: speaking, reading. Advanced written French is an asset.

SALARY

\$22.39 to \$31.00 (+ benefits)

UNION

Concordia Association of Research Employees (CARE) – Support Professional

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT

- 35 hours per week, Mondays to Fridays 9:00 to 17:00
- Currently work is at home, due to COVID-19 conditions, with regular communication via Zoom and Teams until pandemic restrictions are lifted. Afterwards, at QUESCREN's offices at Loyola Campus, CC building.

EMPLOYMENT EQUITY

Concordia University is committed to Employment Equity and encourages applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities. Read here:

<https://www.concordia.ca/hr/dept/employment/employment-equity.html>

APPLICATION INSTRUCTIONS

Interested applicants must submit a curriculum vitae with a covering letter by **May 16, 2021** to quescren@concordia.ca.