



## Job Posting: Project Coordinator, Collaboration Space

*Join the SHIFT team and bring our new on-campus space to life!*

Application deadline: Sunday, June 12, 2022

### **About the SHIFT Centre**

With the goal of creating a more just, inclusive, and broadly prosperous Montreal, [the SHIFT Centre for Social Transformation](#) supports existing and emerging social transformation initiatives that unite the efforts of Concordians and their partners through funding opportunities, accompaniment services, student internships, learning exchanges and more.

In the Fall of 2022, SHIFT will be celebrating the launch of our brand new collaboration space at the heart of Concordia's downtown campus. Street-level visibility will offer the ideal location to welcome partners, students and members of the SHIFT community to meet, learn, and work together, and showcase the transformative impacts of their initiatives.

### **About the position**

We are currently inviting applications for a new coordinator to join our shared management structure who is eager to lead the curation, development and execution of activities that will bring the new space to life. The selected candidate will additionally create structures and processes enabling the space to become a vibrant, welcoming place with a strong sense of co-ownership from the diverse and engaged members of the SHIFT community.

#### *Primary Responsibilities*

- Cultivate and maintain a welcoming space for community and university stakeholders.
- Curate, coordinate and execute a calendar of events to be held at the SHIFT space that reflect SHIFT's social transformation mandate (e.g., workshops, speakers' series, activities, etc.)
- Recruit and coordinate an advisory committee (SHIFT space hub) composed of community and university stakeholders and engage them on topics of strategic importance related to SHIFT's space use and community norms.

#### *Team responsibilities*

- Act as liaison to a portfolio of community partners and Concordia scholars that have received SHIFT funding. Support project teams to troubleshoot, make connections, and engage with the SHIFT ecosystem.

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- As a member of the shared management structure of the SHIFT staff team, provide ongoing support to colleagues in their dossiers, and actively participate in the strategic orientation of the SHIFT Centre as a whole.

### *Requirements*

- Two to four years of relevant experience
- Experience being accountable for, planning, and executing complex projects including coordinating multiple stakeholder groups, developing and respecting timelines, and communicating effectively with partners and collaborators.
- Knowledge of and strong interest in social change and community-led initiatives in the domains of justice, equity and sustainability
- Experience facilitating collective management of multi-use collaboration spaces.
- Outgoing, friendly and welcoming personality, comfortable proactively engaging with a diversity of new people on a regular basis
- Experience curating and organizing small-scale events (5 – 30 people) on themes related to social transformation
- Demonstrated experience facilitating meetings and collaborative processes, including designing inclusive processes that enable diverse stakeholders to contribute
- Demonstrated ability to build and maintain relationships across differences in power, privilege and worldviews
- Experience creating a positive and structured work experience for employees or volunteers, including training, supervision and giving feedback
- Very good knowledge (Level 5) of written and spoken English; good knowledge (Level 4) of spoken French in order to be able to welcome people, facilitate events and build relationships in both languages.
- Strong interest in working collaboratively in a horizontal structure that requires all team members to assume shared leadership responsibilities in addition to the coordination and execution of their own program areas
- Experience working within a university or other large institution is an asset.
- Experience leading large-scale events (100 – 200 people), especially in a university context, an asset
- Maintain regular availability to work evenings with flexible hours

### **Contract details**

This is a one-year, full-time contract (35 hrs/week) with possibility for renewal. The salary range is \$67,314 - \$80,389 per annum. Please send a CV and cover letter explaining your interest in the position and relevant experience to [shift@concordia.ca](mailto:shift@concordia.ca) by **Sunday, June 12, 2022**.

We look forward to hearing from you!

## **Territorial Acknowledgement**

*Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today.*

*Tiohtiá:ke/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.*

## **Employment Equity**

*Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.*