

York University

Position Description - YUSA2

Position Title:	Coordinator	Employment Category:	Part-Time (up to 24hrs)
Department:	ORU- Centre for Bee Ecology, Evolution and Conservation (BEEc)	Job Code:	954938
Classification:	Administrative	Band:	6

Job Purpose:

Under the direction of the BEEc Director, the Coordinator supports the planning and coordination of the ORU's operational activities, including events, communications, financial administration and providing administrative support to the Director and the Centre's research projects.

The Coordinator is responsible for the planning, delivery and maintenance of a range of activities associated with research projects, fundraising and BEEc outreach activities including developing and updating BEEc's website and social media presence across platforms. The Coordinator supports the ORU in the promotion of the Centre's research to both the campus and external community, including collaboration and engagement with the community.

BEEc is an interdisciplinary Organized Research Unit that strives to advance research in the fields of bee ecology, evolution and conservation.

Major Areas of Responsibility:

Communication (30%)

1. Assists and coordinates the maintenance of BEEc's public presence and internal profile including the developing and creating content and other activities for both BEEc's website, newsletter, social media as well as ORU-led project websites and social media and other knowledge mobilization mediums.
2. Serves as the primary contact/resource for the online presence of BEEc: respond to inquiries on social media platforms.
3. Provides input regarding BEEc's communication strategy
4. Assists the BEEc with the development of local, national and international research networks and liaise with various community organizations.
5. Acts as key knowledge mobilization resource by promoting research produced by BEEc and assisting with press releases.
6. Disseminates information about BEEc events and activities as well as BEEc research projects and other emerging research.
7. Coordinates meetings and information-sharing with external community partners

Operational Support (25%)

1. Organizes and attends meetings including Executive Committee and other committee meetings, in accordance with instructions from the Director. Prepares the meeting agendas, takes minutes and ensures preparation and distribution of the meeting notes.
2. Coordinates and arranges all logistical details of BEEc workshops, conferences, seminars and workshops and other events, ensuring appropriate arrangements (room bookings, catering, travel etc.) are made.
3. Prepares the distributes event materials such as posters, programs, and handouts, as well as communications for social media
4. Responds to requests from faculty members, staff, and students. Updates membership information, research information, resources, and contracts to support activities of affiliated members.
5. Submits requests for technical support and maintenance of office equipment. Order general office supplies, including paper, printer toner cartridges, etc.

6. Coordinates the preparation and submission of the Annual Report and re-chartering application for review by VPRI, APPRC, and Senate including writing and editing the drafts, gathering information from BEEc members and other related tasks.
7. Coordinates the BEEc membership, including collecting and recording membership information, and communication with members.
8. Makes arrangements with UIT and facilities for BEEc visiting scholars, including arranging office allocation, setting up email accounts and computer equipment, preparing letters to grant access to York Libraries and arranging for swipe cards and keys.
9. Monitors calls for proposals and other funding opportunities relevant to BEEc related projects, in order to maintain and increase research intensity and effectiveness at the Centre.
10. Coordinates activities between multiple administrative offices at York University in support of the Centre's operations

Finance Administration (20%)

1. Under the direction of the Director and executive, assists in budget planning and forecasts by reviewing past years' expenditures and preparing short-term and long-term budget plans, in accordance to specific York University and funding agency guidelines.
2. Reviews BEEc budget submissions to ensure compliance with York University and funding agency guidelines and requirements.
3. Monitors and reconciles the BEEc operating and research budgets on a monthly, quarterly and annual basis by reviewing and identifying discrepancies, and creating journal entries to correct the discrepancies, as appropriate.
4. Prepares financial forms (journal transfers, claims for reimbursement of expenses, cheque requisitions, payroll time sheets, wire transfers, purchase orders, and process payment for suppliers etc.) for review and approval by the Director. Also responsible for receiving and depositing of payments to the ORU. Maintains filing system for all paperwork
5. Acts as liaison with Finance, Payroll and Research Accounting at York, external collaborators and external funding agency accounting departments. Ensures external funds or subgrants are received in the cost centres, procures equipment or services, prepares payroll related forms, processes payment requisitions for services and claims for reimbursements for research and/or partners. Resolves issues that arise.
6. Under the guidance of the Director, prepares interim and final narrative and financial reports on grants to granting agencies.
7. Coordinates grants administration including the receiving and depositing of payments, overseeing budgetary details and payment expenses and reports. Works with and acts as a resource for Research Accounting regarding their financial report submissions to granting agencies for BEEc grants.
8. Administers and monitors endowment, community outreach, travel fund, operating budgets, research grants and/or contracts awarded to the Institute and ensures accuracy of documents processed for those funds.
9. Supports the BEEc team in fundraising activities and liaise with University Advancement, faculty members, alumni, foundations, and community partners regarding fundraising issues.

Research Project Support (20%)

1. Monitors calls for research proposals and other funding opportunities for the institute and its members and disseminates information on those opportunities.
2. Coordinates the administrative aspects of the preparation and submission of new grant proposals
3. Under the guidance of the Director or PI, provides support in preparing research project and conference funding proposals. Drafts budgets, corresponds with researchers, compiles CVs, copy editing applications. Review applications and granting agency guidelines, ensures all parts of the applications are in order in the correct formatting and submitted in a timely matter.
4. Coordinates and supports BEEc research projects under the guidance of the Director and Principal Investigators. Coordinates events, ensuring that arrangements are made (room booking, catering, A/V etc.) Maintains, updates and PIs of important deadlines for project reporting, deliverables and milestones. Supports the organization of workshops involving various stakeholders, including community, policy and research communities.
1. 5. Provides support to the Principal Investigators on their respective research project's budget planning and allowable expenditures in accordance with specific York University and funding agency guidelines.

Perform other related duties as required. Not to exceed 5%

Job Qualification and Related Skill Requirements:

Completion of university degree in a Science field related to research carried out by BEEc.

Minimum 2 years of related work experience in an academic or related research focused unit or NGO environment. Experience in project management, financial and/or administrative functions.

- Excellent and written communication skills in English, both oral and written to elicit and interpret information from a variety of sources. Ability to communicate in various registers (formal, academic, technical, plain language)
- Strong interpersonal skills, including tact, diplomacy, consensus-building, sensitivity to diversity and inclusion.
- Comprehensive field-specific knowledge and background to engage in effective outreach and knowledge mobilization.
- Familiarity with knowledge mobilization strategies to support researchers in effective outreach and dissemination of research results
- Strong financial management skills for budget monitoring and attention to detail.
- Excellent organizational skills to schedule, prepare and distribute agendas; attend meetings and take minutes.
- Demonstrated ability to organize events with a wide array of constituent groups including small meetings, large conferences
- Ability to deal with confidential material including personal information, payroll details, grant proposals and other intellectual property.
- Strong project coordination and administration skills.
- Strong time management skills and excellent ability to multi-task.
- Understanding of research procedures and the grant application process to support the administration of research funding.
- Proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint).
- Ability to develop and maintain websites using WordPress, including the ability to navigate/migrate/enter data into online forms.
- Ability to work as a member of an interdisciplinary team and independently to identify and accomplish project(s) objectives.
- Ability to create content and engage with followers on social media
- Ability to draft/prepare clear and concise correspondence, documents, newsletters, annual reports, and PowerPoint presentations