POSITION DETAILS

Title: Project Coordinator

Salary: $50,000

Contract Position: 1 year; with possibility for renewal

Purpose

Under general direction, the Project Coordinator will perform duties associated with the coordination and administration of the research, financial and professional communications activities of the Canadian Forum on Civil Justice.

Responsibilities

- Manages the day-to-day operations of the Canadian Forum on Civil Justice and its various research projects under the supervision of the Executive Director.
- Coordinates projects initiated by the Executive Director and/or Chair of the Board to achieve objectives that are strategically aligned with overall organizational goals.
- Assists the Executive Director, Chair of the Board, and Principal Investigator(s) in the management of the research and financial activities of the SSHRC Cost of Justice Project and other projects.
- In collaboration with the Executive Director, develops knowledge mobilization plans and strategies, including the publishing of print publications and electronic communications that disseminate research findings.
- Ensures effective and astute professional communication is maintained with a wide range of civil justice stakeholders.
- Oversees and reports on annual operating and research budgets.
- Coordinates annual fundraising activities.
- Handles day-to-day financial and administrative activities including receiving and depositing payments, overseeing budgetary details, processing expense claims, preparing hiring paperwork, etc., all in accordance with research and institutional accounting policies.
- Supervises the work of and schedules of undergraduate research assistants.
- Coordinates conferences, workshops, annual meetings and other events.
- Attends meetings in accordance with instructions from Executive Director and/or Chair of the Board, and ensures the preparation and distribution of meeting notes and minutes.
- Liaises with and prepares documentation for project committees, including presentation materials.
- Other duties as assigned.

The candidate should demonstrate competence in the following areas:

- **Adaptability**: Demonstrate a willingness to be flexible, versatile and/or tolerant in a multi-institutional and multi-stakeholder work environment while maintaining effectiveness and efficiency.
- **Communication**: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Impeccable attention to detail is a must.
- **Administration and Organization**: Ability to prioritize, develop a work schedule and meet deadlines; effective at monitoring and evaluating progress towards goals and tracking details, data, information and activities.
- **Stakeholder Needs**: Anticipate, understand, and respond to the needs of a multi-disciplinary group of internal and external stakeholders, including researchers, Board members, project partners; willingness to meet or exceed their expectations within the organizational parameters.
- **Teamwork**: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness; be willing to take direction when required.
Requisite Skills

Research and Project Coordination

- Knowledge of the principles of research design and management, particularly as they relate to the coordination of Tri-Council research projects.
- Knowledge of not-for-profit structure and management process, including board relations.
- Expertise in the preparation of reports, applications and research proposals.
- Ability to facilitate collaboration and engagement.
- Ability to work within and negotiate complex institutional environments, specifically university and not-for-profit environments.
- Experience in the supervision of work of others.
- Willingness to take direction.

Accounting and Financial Management

- Proven financial management skills, including the ability to create and monitor research and operating budgets.
- Knowledge of institutional and funder specific accounting policies, specifically SSHRC research and financial policies.

Communications, knowledge mobilization and public relations

- Good judgement; exercises tact and diplomacy.
- Ability to maintain confidentiality.
- Detail oriented; attentiveness to detail is a must.
- Superior oral and written professional communication skills.
- Proficient social media and web analytics skills.
- Ability to draft press releases and other public communications materials.
- Proficient in the use MS Office (Word, Excel, Power Point), and multi-media editing suites.
- Intermediate knowledge of Wordpress. Comfortable with adding and updating website content.

Qualifications

Experience

- Previous exposure to decision-making processes and project management, preferably in a research environment.
- Demonstrated ability to work effectively with a broad range of stakeholders.
- Experience in the design and execution of professional communication strategies, including proficiency in the use of social media.
- Experience with knowledge mobilization and Tri-Council grant administration.
- Experience with fundraising an asset
- Bilingualism is an asset

Education

- University undergraduate degree required; master’s degree preferred.
- Courses in marketing and digital media, accounting, project management an asset.

Application Process

Your complete application package must include a cover letter, resume, and the names of at least 3 work related references. Please ensure that “Project Coordinator” is quoted in the email subject line. Submit applications to naylwin@cfcj-fcjc.org

Closing Date: March 23, 2015

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.