

<u>Position Title:</u>	Research Project Manager
<u>Project:</u>	2SLGBTQ+ Poverty in Canada
<u>Contract Term:</u>	1-Year with possibility of extension
<u>Annual Salary:</u>	\$68,277 with extended health benefits
<u>Hours of Work:</u>	35 hours per week

OVERVIEW:

“2SLGBTQ+ Poverty in Canada: Improving Livelihood and Social Wellbeing” is a six-year \$2.5 million SSHRC Partnership Project that is the first to explore the issue of poverty in the 2SLGBTQ+ communities nationally. This study will rectify 2SLGBTQ+ invisibility in mainstream anti-poverty work and develop a cross-sectoral community-based action plan to reduce 2SLGBTQ+ poverty in Canada. Our Research Team is made up of academics across Canada and the US, community-based partners and peer researchers throughout Canada, a series of students at undergraduate, graduate and postdoc levels, peer researchers and a Community Advisory Board. This study is being led by Project Director (PD) (Principal Investigator [PI]) Professor Nick Mulé, Social Work and Sexuality Studies, Faculty of Liberal Arts and Professional Studies. Reporting to the PD and working with Research Team members in Canada and the US and community partners across Canada, the incumbent is responsible for sustaining the partnership and facilitating coordinated research activities among partners. This position enhances, promotes, and facilitates the research undertaken by co-investigators, collaborators, students, and diverse partner organizations.

The 2SLGBTQ+ Poverty in Canada Partnership is seeking an experienced, efficient, and dynamic Project Manager. Responsibilities include facilitating research planning and events, coordinating and minuting meetings, knowledge mobilization, fundraising, and reporting to funding institutions, and other activities directly related to the research pursued under the auspices of the partnership.

JOB PURPOSE:

The purpose of this position is to support the effective delivery of research activities while working closely with the PD, all members of the partnership, specifically the co-chairs of four (4) Teams, and the Community Advisory Board. The incumbent will develop ongoing relationships with non-governmental organisations, government departments and agencies, students, and academic and peer researchers as needed for successful completion of the research Project.

MAJOR RESPONSIBILITIES:

Administration

- Provides support to the research process, including coordinating ethics review process, supporting research (creative research and Knowledge Mobilization activities, etc.), and maintaining confidential qualitative materials and quantitative data
- Supports creative partnerships among academic and community-based researchers, community partners, and activists as required for successful completion of the research program
- Arranges and attends team meetings, takes minutes, and ensures the preparation and timely distribution of meeting notes and supporting documents
- Monitors calls for proposals and other funding opportunities for the purpose of supporting grant activities

- Coordinates and assists with writing, preparation, and submission of grant proposals related to funding project initiatives (conferences, publications, etc.), including budgets
- Facilitates involvement of undergrad and graduate students in research conducted by the project team (e.g., as RAs, contributors to research clusters), including preparing contracts
- Ensures maintenance of space, equipment, furnishings, and supplies in the project office
- Responsible for coordination of project support personnel. Coordination includes ensuring compliance with Occupational Health and Safety requirements, prioritizing tasks, providing instruction, and arranging schedules.
- Responsible for other duties as assigned.

Partnerships

- Support creative partnerships among academic researchers, all levels of government, and non-governmental organizations as required for successful completion of the research program and effective dissemination of its findings.
- Support the development of applications to provincial and federal funding programs and foundations that take advantage of and facilitate research collaborations with non-governmental partners.
- Manage partnership communications, including preparation and archiving of minutes, agenda, governance documents, and research activity templates.
- Assist and support partners in planning community forums and workshops.
- Provide logistical support to event planning.
- In conjunction with the PI, compile information annually for a Final Report to be submitted to SSHRC that will capture all relationships and interactions.
- In conjunction with the PI, develop and submit reports to other funders as required.

Communications

- Serves as the primary contact and resource for the project's research activities
- Maintains effective and collaborative relationships with the research team, postdoctoral fellows, students, artist collaborators, and partner organizations, as well as Office of the Dean, LA&PS, VPRI, Research Accounting, Procurement, Knowledge Mobilization Unit, York Libraries, and York faculties and units
- Ensures the effective flow of information internally and externally including promotional materials, announcements, newsletters, correspondence, or other activities as assigned
- Develops annual and final reports for funding agencies as required

Knowledge Mobilization (KMb)

- Develop effective seminars, workshops, and symposia and knowledge mobilization strategies
- Build and foster relationships with stakeholders in the partnership and ensure they are providing updated content for the website and other KMb platforms.
- Liaise with translator(s) to ensure equitable French/English print/online presence
- Leverage resources to support the development of plain language research summaries in English and French
- Identify and leverage resources (e.g., KMb Unit at York University) that can support KMb training opportunities/associated events for students/non-academic partners.
- Gather and organize content for regular bi-lingual newsletter providing project updates to all partners

- Supervising a graphic design work study assistant, ensure a strong web/social media profile/presence for the project/actively including – event announcements – podcasts – web-based publications.
- Develop tools that will help academic partners prepare journal articles, edited collections, and conference presentations
- Develop appropriate materials related to research findings that can assist in conversations with policy makers, service providers, and other stakeholders.
- Develop metrics related to KMb activities and outcomes that will be monitored.
- Identify media opportunities/develop media strategy to assist in expanded coverage/profile for the project.
- Assist with preparation of an annual report by reporting and evaluating knowledge mobilization activities and proposing strategies for the upcoming year.

Financial/Reporting

- With the PI, develops and monitors grant budgets and prepares financial forecasts
- Processes all receipts and payment transactions, including payroll, timesheets, ETFs, non-resident payments and journal transfers and tracks cash and in-kind contributions
- Arranges for set up of sub-grant transfer agreements to other project partners
- Prepares financial forms including purchase orders, cheque requisitions, and reimbursement of expenses and ensures payment in a timely manner
- Manages the finances of all other successful funding proposals supporting the project
- Maintains filing systems for all paperwork, ensuring all original invoices and receipts, copies of forms and timesheets are filed and kept for the required time period
- Reviews year-end financial reports generated by Research Accounting for PI approval
- Prepares, under the guidance of the PI, interim and final financial and reports for grants
- Assists partners in preparing Annual Partner Report, tracking cash/in-kind contributions.
- Other financial and reporting duties as necessary depending on the grant

Event Planning

- Coordinates events as they relate to the project including conferences, workshops, symposia, public forums, and full Research Team Meetings.
- Assists with preparing event materials, booking venues, arranging for catering and AV equipment, making travel/hotel arrangements, corresponding with event participants, and event wrap up activities (reimbursement of expenses and paying vendor invoices). Note: may require availability for occasional evening and weekend events.
- Coordinates site visits, including budgeting for travel and overseeing logistics. Note: Canadian and international travel may be required from time to time, depending on needs of the project.

QUALIFICATIONS:

Education and Experience:

- A Master's degree or PhD in the social sciences or related field or an equivalent of 4 years recent experience working in an academic research environment and performing the same or similar tasks. This education equivalency is in addition to the experiential requirements below.
- Minimum 2 years of professional project management experience and a record of engaging with academic and/or community-based research contexts.

Skills/Specialized Knowledge

- Excellent management and administration skills, and a demonstrated capacity to assist with large budgets and maintain deadlines
- Demonstrated experience in project administration
- Strong abilities to access and mobilize resources in the university setting
- Excellent oral and written communication skills
- Strong teambuilding, scheduling, planning, coordination, and organizational skills
- Proven ability to exercise good judgement, take initiative and work independently
- Strong interpersonal skills and ability to deal courteously and effectively with people
- Excellent project management skills and knowledge related to research
- Strong scheduling and record keeping skills
- Strong computer skills including word processing, spreadsheets, databases, and web content management systems
- Experience working with multidisciplinary and multi-sectoral partnerships (i.e., academic, community, and government)
- Excellent ability to assist in preparing grant applications (knowledge of SSHRC grants is an asset), responses to funders and financial reports, for various audiences
- Advanced skill and experience in web design (good knowledge of WordPress) and ability to maintain project website
- Working knowledge of newsletter, Eventbrite, Zoom, Dropbox, Doodle Poll, and other online computing tools
- Familiarity with innovative and effective knowledge mobilization for academic projects such as using and instructing on the use of social media (Facebook, Twitter, and YouTube)
- Advanced level proficiency with MS Office (Excel, Word, PowerPoint, etc.), and ability to use Google analytics, other web metrics and cloud computing tools
- Demonstrated experience producing events (research team meetings, conferences, workshops, symposia, exhibitions, etc.), including coordinating logistics, working with press, and other related tasks.
- Comfort with and open to working with 2SLGBTQ+ and/or people experiencing poverty
- French language skills are a strong asset

Application Instructions:

To apply, please submit a cover letter and CV to **Professor Nick Mulé, Project Director** (nickmule@yorku.ca) by July 30, 2022. Please put the job title in the subject line. Applications will be assessed as they are submitted, and interviews may start before the closing deadline.