

Building Migrant Resilience in Cities/ Immigration et resilience en milieu urbain

Position Title:	Research Project Manager
Annual Salary:	\$63,700 (Pro-rated to \$38,220 based on hours of work)
Contract Term:	6 months contract
Hours or Work:	21 hours per week

Overview:

A research partnership examining how migrants overcome immigration and settlement challenges in urban centers in Ontario and Quebec under the direction of Valerie Preston, Principal Investigator (PI) and Professor Emerita, Geography, Environmental and Urban Change, York University, is seeking a part-time (21 hours per week) project manager. Reporting to the PI and working with partners in Ontario and Quebec as well as other Secretariat staff, the incumbent is responsible for promoting and facilitating the partnership's research. Responsibilities include knowledge mobilization, compiling information about partnership activities, 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 PI, all members of the partnership, and other Secretariat staff. The incumbent will develop ongoing relationships with non-governmental organisations, government departments and agencies, and academic researchers as needed for successful completion of the research program.

Major Responsibilities:

Partnerships

- i. With a work study assistant, manage partnership communications, including preparation and archiving of minutes, agenda, governance documents, and research activity templates.
- ii. Assist and support the planning of partnership meetings.
- iii. Provide logistical support to event planning.
- iv. In conjunction with the PI, compile information for a Final Activities Report to be submitted to SSHRC.

Knowledge Mobilization

- i. Develop effective seminar, workshop, symposium, and knowledge mobilization products.
- ii. Ensure the effective flow of information internally and externally.

- iii. Liaise with translator(s) and review translations to ensure equitable French/English online presence.
- iv. Support the development of plain language research summaries in English and French.
- v. Gather and organize content for regular newsletter providing updates to all partners.
- vi. Supervising a work study assistant, ensure a strong web/social media profile/presence for the project including – event announcements– web-based publications.
- vii. Monitor KMB activities and outcomes.
- viii. Assist with preparation of the Final Activities Report by reporting and evaluating knowledge mobilization activities

Financial/Reporting

- i. Assist with preparation of financial information for the Final Activities Report.
- ii. With Financial Assistant and PI, assist in preparation of Contributions Report tracking cash and in-kind contributions.

Education and Experience:

- Master's degree or 3-5 years of related experience in an academic environment and at least 1 year of experience with plain language communication, either in a university research environment or in a research or policy environment.

Skills/Specialized Knowledge:

- Excellent oral and written communication skills
- Demonstrated organizational and problem-solving 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 management skills and knowledge related to academic projects and grants, especially familiarity with SSHRC reporting requirements
- Strong abilities to access and mobilize resources in the university setting
- Familiarity with innovative and effective knowledge mobilization for academic projects
- Track record working with multidisciplinary and multi-sectoral partnerships
- Demonstrated advanced skills in MS Office, good knowledge of HTML.
- Good working knowledge of Mailchimp, Eventbrite, and other cloud computing tools.
- Demonstrated experience using and instructing on the use of social media (Facebook, Twitter, LinkedIn, and YouTube) required.
- Ability to work with databases and web content management systems.
- Demonstrated ability to use Google analytics and other web metrics.
- Bilingual in French and English preferred.

- Demonstrated experience with research about immigration and settlement in Canada preferred.

This position is hybrid and based in Toronto, with expectations to attend in-person events and meetings as operationally required.

We welcome applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity, please advise if you require accommodation.

To apply, please submit your updated CV and cover letter to Emma Yuen, Senior HR Officer, VPRI at emmay@yorku.ca. Please indicate the title of the position in the subject line. This position is posted until filled.