

Position Title:	Project Manager
Project Name:	International Ecological Footprint Learning Lab and Research Cluster (IEFLL)
Reports To:	The IEFLL Project Director and the Research Cluster leader
Contract Term:	3-years, possibility of extension
Hours of Work:	35 hours per week
Annual Salary:	\$68,000 to \$73,000 with extended health benefits including vision, dental and prescription coverage
Location:	Remote with availability to attend on-campus meetings and events as required

ABOUT INTERNATIONAL ECOLOGICAL FOOTPRINT LEARNING LAB

The Ecological Footprint Initiative was established at York University in 2018. It is responsible for generating the annual national ecological and biocapacity accounts for over 200 countries and for undertaking a variety of research and outreach activities. These accounts provide essential information for assessing and resolving climate change, biodiversity loss and numerous other environmental threats. Recently, York University established the International Ecological Footprint Learning Lab (IEFLL), which, through an extensive international partnership, has the overarching goal of teaching, applying, decolonising, and improving the measurement of the ecological footprint and biocapacity to effect beneficial change. A related initiative is a Research Cluster on sustainability informatics which integrates cross-faculty geomatics-related expertise at York University, providing a critically important tool for environmental management.

POSITION OVERVIEW

The Project Manager will be responsible for managing and administering over several years a diverse range of national and international research, training, outreach, and organizational activities. It requires someone who is flexible, appreciates the evolving nature of the position, and can anticipate and respond to changing circumstances. As a member of the management team, the Project Manager will play a key role in ensuring IEFLL and Cluster goals are met by helping administer training and research initiatives, assisting prospective and current students, facilitating financial activities, monitoring adherence to budgets and timelines, organizing meetings and events, report writing, managing connections among IEFLL and Cluster members, and liaising with members of the international partnership and York Administration. This vitally important and challenging position requires excellent organizational skills, project management, administrative and budgeting expertise, excellent working relationships, computer skills, initiative, flexibility, and above all a commitment to effective and efficient project administration. While the Project Manager will ultimately report to the IEFLL Project Director and to the Research Cluster leader, on a daily basis the Project Manager will report to the Director of the Ecological Footprint Initiative.

MAJOR DUTIES

- A. Support the IEFLL Project Director, Research Cluster Leader and key participants in meeting the goals and objectives of IEFLL/Cluster through activities such as:
- a. Managing and maintaining timelines and milestones for the project and adhering to reporting requirements and relevant rules of conduct (e.g., SSHRC, NSERC reporting, annual reports, and ethics)
 - b. Supporting budget planning and forecasting, monitoring budgets, preparing invoices and reports, submitting financial forms to York Finance to facilitate inter-institutional transfers and payments to vendors, maintaining financial records
 - c. Ensuring contracts are established and commitments are paid
 - d. Creating and maintaining comprehensive documentation for internal and external reporting and communication of progress
 - e. Tracking research projects and reconciling research priorities across partner organizations and researchers
 - f. Identifying and assisting with applications for funding to obtain additional resources
 - g. Scheduling and planning logistics for, and maintaining records of events such as meetings, symposia, and conferences
 - h. Assisting with travel logistics for participants (conferences etc)
 - i. Handling logistics for meetings (including room bookings, equipment, catering, invitations, and scheduling),
- B. Support students through activities such as:
- a. Recruitment efforts including providing materials and answering questions
 - b. Supporting new and continuing students
 - c. Tracking student progress through the program
 - d. Seeking student feedback through surveys and discussions
 - e. Encouraging students and HQPs to post on the IEFLL and Research Cluster websites
- C. Supporting other participants within IEFLL and the Research Cluster by
- a. Sharing research priorities and opportunities
 - b. Identifying and making connections between participants
 - c. Helping recruit new members of the partnership and Highly Qualified Persons (HQPs)
- D. Support the mobilization and communication of results such as:
- a. Maintaining websites and social media platforms for internal and external communication and encouraging contributions from students, HQPs, and participants
 - b. Using the Knowledge Mobilization Plan to create and monitor annual knowledge mobilization activities

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in project management or post graduate degree in a relevant field related to the project's research
- Minimum 3 years' experience managing graduate and university research and/or training projects of a similar scope

Skill and Knowledge:

- Proven project management and administrative skills with excellent organizational skills and attention to detail
- Strong written and verbal communication skills in English
- Strong sense of responsibility, sound judgement and initiative, and excellent time management
- Ability to identify and solve problems in a timely and effective manner
- Excellent interpersonal skills with tact and diplomacy
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), project management software, and strong computer skills
- Ability to work collaboratively with a large international team (in-person and remotely)

Skills that would be an asset:

- Ability to communicate in one or more languages in addition to English
- Experience with Wordpress, HTML, and basic website design
- Experience developing content and managing social media accounts
- Experience with developing and maintaining stakeholder engagement

Note: The duties and responsibilities listed above are not exhaustive and may evolve over time as the needs of the IEFLL/Cluster change.

Application Instructions:

Please submit a cover letter and resumé to Emma Yuen, Senior People Partner, Office of the Vice-President Research & Innovation at emmay@yorku.ca. Please note the title of the position (Project Manager) in the subject of the email.

This position is posted until filled.