

<u>Position Title:</u>	Engagement Coordinator
<u>Program:</u>	Connected Minds: Neural and Machine Systems for a Healthy, Just Society
<u>Reports To:</u>	Program Director, Connected Minds
<u>Contract Term:</u>	3-Years with possibility of extension
<u>Annual Salary:</u>	\$65,000 plus extended health benefits
<u>Hours of Work:</u>	35 hours per week

ABOUT CONNECTED MINDS:

Connected Minds: Neural and Machine Systems for a Healthy, Just Society (2023-2030) combines York’s existing science and technology research ecosystem, and longstanding institutional strengths in the social sciences, arts, and humanities with Queen’s University’s complementary strengths in neuroscience, health, and artificial intelligence, as well as a substantial consortium of multi-sector partners. The Connected Minds vision is to co-create and co-lead socially responsible, community engaged research that produces innovative technologies, policies, and regulations that optimize the benefits and mitigate the risks of the new techno-social collective. Connected Minds will fund 35 strategic faculty hires, partner-focused seed, team, and prototyping grants, KM/commercialization events, and an ambitious multi-institutional micro-credential training program with 385 trainees and cross-sector stakeholders. All activities will require interdisciplinary participation, and we will prioritize projects that benefit Indigenous and other equity-deserving groups. With CFREF funding, Connected Minds will lead Canada and the world in the socially responsible creation and adoption of scientific and technological innovation to promote a healthy, resilient, and just techno-social collective.

JOB PURPOSE:

This position will develop and facilitate the program’s engagement and communications efforts to effectively mobilize the research and to enable collaboration and partnership opportunities with institutions and community partners, in Canada and abroad. The position will play a key role in building and maintaining the Connected Minds brand to enhance and promote York’s reputation as the world’s leading research institution. The Engagement Coordinator will work closely with Connected Minds team members across institutions and with York University staff and external organizations towards operationalizing the program’s visions and goals.

MAJOR DUTIES:

Community Engagement (National & International) – Seek, develop, manage and enhance relationships on behalf of Connected Minds and York University

- In collaboration with Connected Minds leadership develop and implement the program community engagement strategies and plans
- Coordinate community partnerships and engagement initiatives such as meetings, workshops, information sessions, symposiums and non-credit courses.
- Support the team in actively seeking suitable engagement and partnership opportunities for the program and manages the development of those relationships.

- Develop, coordinate and promote community engagement projects and partnerships.
- Develop and implement tools for relations management (e.g., template documents, checklists, guidelines, database) for effective management and tracking of established relationships.
- Coordinate responses to inquiries from external organizations, global partners, media and other units at York University regarding Connected Minds research.
- Maintain working knowledge of Canadian and international research initiatives relating to the Connected Minds mandate and advise the team. Support in developing parts of funding proposals related to knowledge mobilization and community engagement.
- Organize international delegations and institutional missions abroad, in coordination with York International.

Communications and Branding

- Develop and implement the Connected Minds strategic communications plan, with the goal of active and continuous engagement with the York community and with institutions in Canada and abroad, to improve York's global standing and expand relationships with international related research communities. Partner with VPRI Senior Manager, Research Communications and York University Central Communications to ensure consistent branding and cohesive communications efforts.
- Report on effectiveness of communications efforts by tracking suitable metrics and develop plans for improvement and enhancement.
- Develop high quality and engaging content (online and print) to build a strong Connected Minds brand, promote Connected Minds research and enhance York's reputation to national and global audiences.
- Maintain up-to-date knowledge of all research initiatives under Connected Minds and supports the team and VPRI in reporting requirements, providing narratives and data on communications and engagement initiatives.

QUALIFICATIONS:

Education and Experience:

University degree in International Business or Communications related discipline.

Minimum of 2-years related experience in an academic research environment supporting community engagement, partner relations, program planning and communications initiatives.

Skills:

- Excellent written and verbal communication skills
- Ability to work independently and collaboratively with team members from different functional areas and levels
- Excellent project management and organizational skills with attention to details
- Strong ability to multitask and handle competing priorities with excellent time management skills
- Excellent interpersonal and networking skills to build and maintain relationships and partnerships
- Excellent computing skills, especially with research, presentations, communications, content development and social media
- Proficiency with Microsoft Office including Word, Excel, PowerPoint and Outlook
- Experience with website development and content creation on social media platforms
- Competency in developing communications materials using graphic design software
- Ability to navigate sensitive and complex situations with tact and diplomacy

- Knowledge of the academic research environment and trends in engagement and communications efforts

Application Instructions:

Please submit a cover letter and resume to Emma Yuen, Senior People Partner, Office of the Vice-President Research & Innovation, at emmay@yorku.ca. Please indicate the title of the position in the subject of your email.

This position is open until filled.