

Infrastructure Beyond Extractivism

Job Posting: Project Manager

Position Title:	Project Manager
Department:	IGov, UVic; or Osgoode Hall Law School, York
Report to:	Dr. Heidi Kiiwetinepinesiik Stark and Dr. Dayna Scott, Co-PIs
Employment Type:	Full Time, salary
Remuneration:	\$75,000 plus extended health benefits where applicable (or commensurate with experience)
Application Deadline:	Please submit a cover letter and CV/resume by Aug. 11, 2025; contact information below.
Start Date:	September 1, 2025 (renewable once)
Location:	TBC (York or UVic)

Job Summary:

This position is working to provide leadership and coordination for the final years of a Partnership Grant on building infrastructure to restore Indigenous jurisdiction. The successful candidate will be tasked with supporting the long-term success of the project by overseeing the operation of the grant, communicating with Indigenous community and institutional partners and team members, and fostering community-engaged research excellence. They will be responsible for the overall management and coordination of the program of research including coordinating the governing collective, liaising across multiple research sites, as well as organizing various workshops and events.

Grant Project Summary:

We bring together leading, research-intensive university faculties and community-based Indigenous land defenders in an innovative new partnership for the cross-sector creation of knowledge and partnered knowledge mobilization. Our team seeks to get on with the work of investigating how alternative ways of building infrastructure can enact and restore Indigenous jurisdiction. We are Indigenous theorists, critical legal scholars and geographers, and land-based practitioners, bringing forward a bold agenda for fundamentally re-making crucial socio-technical systems; for generating strategies to both conceptualize and materialize 'infrastructure otherwise'. If infrastructures of extraction constitute the 'spine' of the settler colonial nation, we propose a vital new central nervous system: communities energized by a completely different conception of what 'critical infrastructure' entails. Please find the project website [here](#).

Organizational Status

The Project Manager will work with principal investigators and coordinate with the governing collective and multiple Indigenous community and organizational partners. The Project Manager will be required to provide non-academic supervision to graduate and undergraduate students and community members in the completion of their roles. Candidates may elect to work out of the University of Victoria, or Osgoode Hall Law School at York University. The Project Manager will report directly to the co-Principal Investigators, with the primary contact to be determined once location is finalized.

Education:

- Minimum Master's degree, with research specialization and experience working with Indigenous communities. PhD preferred.

Work Performed*Research and Project Management:*

- Work with Co-PIs to set strategies for achieving the priorities and goals for the research program;
- Work closely and communicate regularly with more than 20 research team members based at various universities and partner Indigenous communities;
- Exercise professional judgment and initiative in the overall coordination and management of inter-related research projects;
- Applicant must have the ability to organize and plan events, including yearly meetings and community gatherings, webinars, workshops and symposia;
- Manage a diverse range of research projects and coordinate different components, researchers, staff, trainees, various funders, and other affiliates;
- Act as a centralized point of contact between the Co-PIs, Partners, research staff & students, community-based researchers, collaborators, and funders;
- Perform day-to-day coordination of research project operations and maintain records;
- Coordinate project communications and knowledge translation activities;
- Facilitate project strategic planning activities including managing project timelines, staff and students, tracking deliverables and managing budgets;
- Conduct email communications, coordinate meetings and produce meeting minutes and manage co-PIs calendars as needed;
- Coordinate ethics approvals at various organizational levels;
- Facilitate the research review process and fulfil reporting requirements with funders;
- Provide analysis and advice as to research project direction.

Knowledge Mobilization

- Create knowledge mobilization strategies in line with models of co-management and ongoing consent;
- Ensure that online communications meet standards of ongoing consent and co-research standards;
- Work with research team to develop public outreach strategies;
- Research, analyze and prepare position statements on political, economic and social issues in relation to infrastructure and Indigenous jurisdiction;
- Coordinate with community partners to ensure effective knowledge mobilization; and
- Coordinate knowledge mobilization projects including artistic, social media and non academic publications.

Relationship building:

- Experience working with Indigenous communities and/or substantial cultural competencies with lived experience of engaging in and maintaining intercultural affiliations;
- Liaise with research team to foster and support effective, accountable and ethical research relationships within our community.

Supervision received

- Position works with wide latitude under the direction of the co-PIs.

Supervision exercised

- Manages researchers, students, and community partners as appropriate;
- Provides functional direction; and
- Training and mentorship of students and community-based researchers.

Summary of Competencies:

- Demonstrated administrative and organizational skills;
- Relatively autonomous, organized professional with accuracy and attention to detail;
- Superior time management skills; ability to work under time pressure and changing priorities;
- Excellent computer skills, including proficiency using Microsoft Office software;
- Exceptional communication and interpersonal skills, including ability to communicate clearly and effectively in-person, by phone and video conference; leading meeting coordination; managing high-level communication among the project research team and partners; using tact, diplomacy, sensitivity and flexibility in dealing with research teams;
- Excellent written and other communication skills including writing and/or editing documents; managing communication plan and creation of effective social media content (e.g. website, Canva, social media presence etc.);
- Ability to build and maintain productive working relationships with all partners; ability to approach conflict in a productive way;
- Ability to work independently and collaboratively in a team environment; recognize when to take initiative and when to seek guidance;
- Understanding of university research environments;
- Understanding of community-engaged and trauma-informed research; and
- Understanding of Indigenous history and contemporary community dynamics.

For more information and to submit your application, please contact:

Phil Henderson (outgoing Project Manager) | philhend@yorku.ca

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Dayna Nadine Scott (Co-PI) | dscott@osgoode.yorku.ca