



Open Position: Coastal Climate Solutions Leaders Program Coordinator

Start date: July 3, 2023 or ASAP thereafter;

Salary: Commensurate with experience and level of education, full time preferred (option for part-time), with benefits package;

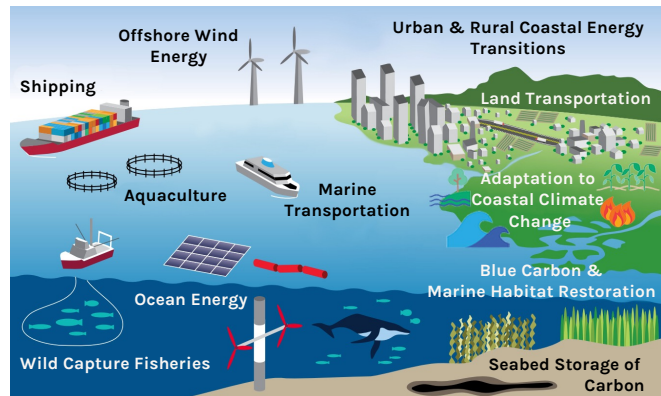
Duration: 1 year contract with possibility of renewal for up to 5 years

Location: Victoria, BC, Canada

Application deadline: June 1, 2023 5pm PDT

Position Overview: We seek a Program Coordinator for an NSERC-CREATE funded graduate training program, CCSL: Coastal Climate Solutions Leaders. Bridging across the sciences, engineering, social sciences, business, and law, this new program will deliver enriched interdisciplinary and intersectoral training to prepare the next generation of leaders with the knowledge, experience, and skills needed to rise to the challenge of climate change. CCSL spans across 6 faculties, and 19 departments and institutions at the University of Victoria, and benefits from a broad network of climate solutions partners within government, industry, and non-profits, including B.C.'s Climate Action Secretariat, the Canadian Climate Institute and the United Nations through UVic's CIFAL.

The CCSL Program Coordinator will be responsible for the daily management of the CCSL program, in consultation with the Program Director and other members of the CCSL network. Activities will include helping to recruit, orient and manage students in the program; organizing and promoting CCSL events; fostering relationships with our climate-solutions partners; and tracking the program budget and preparing reports. The Program Coordinator will also be a member of the CCSL Management Committee.



This is a dynamic position suited to an experienced professional who is self-motivated, organized, and excited about the potential to help develop this new interdisciplinary and intersectoral program. This position reports to the CCSL Program Director.

Roles and Responsibilities

- Maintain communication and good professional relationships with the entire CCSL team (e.g., send updates and general news, get feedback on events, answer questions, and maintain contact lists);
- Assist with student recruitment, orientation, and management: track student applications and assist with the selection process, welcome students to the program and help organize CCSL's orientation, coordinate with CCSL faculty and departmental graduate secretaries about trainees' programs;
- Manage trainee payments and participation: ensure trainees receive stipend payments and are matched to internships, and track student participation in program training events;
- Planning, organizing and promoting CCSL events, including the seminar series, annual symposium and networking event, and professional skills workshops for trainees in the program;
- Foster relationships with partner organizations, including helping to develop the BC Coastal Climate Challenge projects and to identify student internship opportunities;

- Keep NSERC reporting sheets up to date, track the NSERC and overall program budget, and prepare NSERC reports, ensuring compliance with both UVic and NSERC rules and regulations;
- Organize Advisory and management committee meetings, including agendas, note-taking and follow-up;
- Maintain program website and social media communications.

Desired Qualifications, Skills, and Experience:

- Undergraduate or Masters degree in any discipline relevant to CCSL's focus;
- Knowledge and awareness of climate change (science, impacts, mitigation or adaptation measures) and motivation to continue learning about climate solutions;
- Minimum two years of project management experience, including:
 - demonstrated administrative and organizational skills;
 - demonstrated accounting and financial management skills (knowledge of financial accounting systems, principles and practices with the ability to manage a budget);
 - experience with keeping projects on track and project reporting
 - experience with events planning, from budgeting and organization to promotion;
- Strong oral and written communication skills, and interpersonal skills. Ability to communicate professionally and foster relationships with all members of the CCSL team, including faculty, students, post-docs, administrators, and non-academic collaborators;
- Ability to prioritize strategically, multitask, work efficiently, and meet deadlines, while maintaining a high quality of work with attention to detail;
- Ability to work both independently and as part of a team in a collaborative interdisciplinary environment;
- Demonstrated ability to exercise tact and discretion, to utilize judgement and sensitivity in presenting complex issues;
- Commitment to helping to foster an equitable, diverse and inclusive learning and working environment;
- Experience with building or maintaining websites (e.g. on Squarespace) and social media platforms.

To Apply:

We value equity and diversity, and strongly encourage applicants from equity-seeking groups to apply. Applicants must be legally authorized to work in British Columbia, Canada. Applicants are requested to submit:

- § a cover letter describing their interest in the position and how their qualifications, skills, and experience help them meet all (or at least most of) the requirements of the role;
- § a curriculum vitae;
- § names and contact details for two referees;

in one combined PDF file, via email with "CCSL Program Coordinator Application" in the subject line to: csl.director@uvic.ca by 5pm PDT on June 1, 2023.

Accessibility Statement: If you anticipate needing accommodations for any part of the application and hiring process contact: uvicareers@uvic.ca. Any personal information provided will be maintained in confidence.

About the University of Victoria

The University of Victoria is one of Canada's leading universities. Located on beautiful Vancouver Island, in the vibrant provincial capital Victoria, UVic is widely recognized for leadership in research, inspired teaching and community engagement. UVic ranked #2 in the world for Climate Action in the 2022 Times Higher Education Impact Rankings. The university acknowledges and respects the lək'wəŋən peoples on whose traditional territory the campus stands, and the Songhees, Esquimalt, and W̱SÁNEĆ peoples whose historical relationships with the lands continue to this day.