



EMPLOYMENT OPPORTUNITY - PROJECTS COORDINATOR

APPLICATION DEADLINE: NOON MONDAY MAY 8, 2017

CityStudio is seeking a dynamic, highly-organized, collaborative, self-directed and skilled individual to develop and execute our Studio and Campus Course Network. You are a natural relationship builder who will connect students and faculty from SFU, UBC, Emily Carr, BCIT, Langara and VCC campuses to project opportunities with the City of Vancouver. You will showcase your planning abilities to identify project development and engagement opportunities. Your knowledge about impact evaluation will be applied in monitoring our milestones. And you will use your creativity and curation skills to deliver legendary project showcase events inside City Hall.

POSITION: Full time, 1-year contract position, with 3-month probationary period and possibility of renewal upon funding confirmation.

REPORTS TO: Co-Directors.

LOCATION: CityStudio Vancouver @ 1800 Spyglass Place.

COMPENSATION: \$45,000-\$60,000 commensurate with experience.

START DATE: As soon as possible.

ABOUT CITYSTUDIO:

CityStudio is an experimentation and innovation hub for the City of Vancouver where City staff, experts and students from 6 universities and colleges co-create projects that support city priorities and policies. Since 2011, CityStudio has engaged over 3000 students, 113 faculty and 60 City of Vancouver staff, contributing 156 projects and 60,000 hours of public sector innovation towards Vancouver's Greenest City, Engaged City and Healthy City Strategies. These projects offer unconventional solutions to improve our city. We are building the next generation of changemakers and active city builders.

In 2013, CityStudio was the first Canadian recipient of the Ashoka U-Cordes Innovation Award. The City of Vancouver received the 2013 CAMA Willis Award for Innovation for the CityStudio Program from the Canadian Association of Municipal Administrators. In 2013, CityStudio was recognized nationally as one of Tides Canada Top 10 for a groundbreaking initiative leading social change and innovation in Canada.

For more information about us, visit citystudiovancouver.com

Responsibilities

Projects Management

- Liaise with faculty and City staff to identify projects, including objectives, scope and requirements.
- Design and deliver presentations to groups of students, faculty and City staff about the CityStudio network of courses and projects.
- Co-present project opportunities to students and faculty with City staff.
- Serve as an ambassador for CityStudio on campuses and studio programs.
- Support campus courses opportunities and logistics.
- Maintain students' contact information database.
- Implement and manage special projects with schools in our partner network.
- Develop and monitor project and event budgets.

Curator - Project Showcase

- Curate and oversee engagement events (at least 2 major events per year) and ensure engagement from priority institutions, courses, students, faculty, City staff, alumni and community partners.

Project Incubation, Development and Completion

- Work with the COV to identify and develop project opportunities for students, focusing on priority themes.
- Build and manage relationships with COV staff across priority departments and maintain an ongoing project opportunity database for CityStudio.
- Facilitate project development workshops and meetings with COV staff, faculty and other stakeholders.
- Design, build and facilitate a project launching/completion/evaluation process for CityStudio projects.
- Scope CoV projects to be suitable for various university level curriculum and disciplines.
- Serve as the bridge between COV staff and faculty/students, and define project agreements between all parties.

Faculty Development and Support

- Develop relationships with faculty members across priority institutions and disciplines and lead the development and definition of project opportunities with COV.
- Host faculty engagement events 2x per year to engage and connect faculty from different institutions to support innovative teaching and learning for sustainability and social justice.
- Develop a network of educators to share ideas and resources, deepen projects and collaboration around the city.
- Develop and pilot supporting workshops for students on Starting Well, Working Well & Ending Well to foster group skills, project skills, and presentation skills.

Evaluation and Reporting

- Evaluate projects based on feedback from faculty, staff & students.
- Maintain project documentation and reports for website and future sharing.
- Create a high-level overview of each term in slides and numbers to share key findings and metrics.

Program Identification and Development

- Identify new opportunities to grow impact of CityStudio's local network activities.
- Ongoing management of inquiries from staff, faculty and students related to CityStudio projects, programs and courses.

Other Duties as assigned:

- Co-supervise work-study students, event staff, assistants and volunteers in their work on supporting the projects/courses and Hubbub activities.
- Support team and culture building at CityStudio by convening weekly team check-ins and helping to organize team socials and retreats.
- Support project and grant proposals.
- Support studio-led activities and events.

Knowledge, Skills & Abilities

- Minimum 3 years experience in project coordination and/or project management preferably with connections to education or urban sustainability issues.
- Able to identify and create opportunities and build relationships for collaboration and tangible outcomes with multiple stakeholders.
- Experience with community-based experiential learning and collaborative research at the university and college level.
- Experience monitoring project outcomes through evaluation and performance metrics.
- Experience giving inspiring presentations and engaging public speaking to diverse audiences and able to adapt messaging and style accordingly.
- High comfort level facilitating large groups and stakeholders with various needs and priorities.
- Highly organized, detail oriented and self directed.
- Proven warm and open relationship builder.
- Seeker and supporter of new ideas.
- Experience working with and mentoring students (teaching experience an asset).
- Equal parts confident, curious and collaborative.
- Self-set high standard in time management, organization and communication skills.
- Ability to confidently make recommendations and take direction.
- Ability to take initiative and work independently.
- Experience supervising staff and volunteers. Responsible, reliable and able to work in a dynamic and creative team environment.

- Energetic, confident and kind.
- Self-awareness is a practice.
- Adaptable, energetic, willing and able to jump in to get things done as needed.

Supervision & Communications

- The Projects Coordinator will work collaboratively with the CityStudio team, and will report to the Co-Directors.
- Communication and requests from the CityStudio Co-Directors will be given priority and responded to within a working day.
- The Projects Coordinator is expected to participate fully in team meetings and events and follow all CityStudio staff protocols.

APPLICATION DETAILS:

Please include your name and the "Projects Coordinator" job title in the subject line of your email. Submit your resume and cover letter with salary expectations to hr@citystudiovancouver.com

While we truly appreciate all applications, only those selected for interview will be contacted. Interviews may be conducted during the recruitment period. No phone calls or emails please.