

# CITYSTUDIO

JOB DESCRIPTION	
CITYSTUDIO PROJECTS COORDINATOR	
Current as of	October 2019
Reports to	Senior Projects Coordinator
Salary	As per Offer of Employment Letter
PURPOSE AND NATURE OF THE POSITION	
<p>CityStudio's Projects Coordinator is a highly collaborative, service-oriented and adaptable relationship builder who can move our vision of city-campus collaboration in Vancouver forward. The Projects Coordinator is focused on developing, guiding, executing, evaluating, and improving our campus and studio course collaborations. This person is a natural facilitator who is responsible for coordinating 30-35 course collaborations per year between the City of Vancouver (COV) and partner schools - including students and faculty from SFU, UBC, Emily Carr, BCIT, Langara and VCC The Projects Coordinator also shares responsibility in event management, impact evaluation, and communications.</p> <p>The Projects Coordinator is expected to demonstrate a deep understanding and commitment to CityStudio's vision, goals, Manifesto, initiatives and impact.</p>	
RESPONSIBILITIES	
<p><b>Project Coordination</b></p> <ul style="list-style-type: none"><li>• Develop, nurture and grow relationships with CityStudio faculty and staff networks to identify course collaboration opportunities</li><li>• Liaise with City staff to source and curate project ideas, co-facilitating project development workshops and meetings</li><li>• Liaise with faculty and key academic stakeholders to source course collaborations</li><li>• Coordinate and facilitate project scoping meetings</li><li>• Vet course readiness according to CityStudio process and collaboration needs</li><li>• Coordinate project introduction visits for courses at partner schools presenting the CityStudio vision and mission</li><li>• Assist project progress connecting faculty, students and staff to existing resources; coordinating mid-project feedback sessions; and troubleshooting</li><li>• Co-curate and organize project showcase, needs and logistics ensuring effective engagement from students, faculty, and City staff</li></ul>	

- Organize in coordination with Communications Coordinator two major project showcase events per year, ensuring participation from priority institutions, courses, students, faculty, City staff, alumni and community partners
- Collect and file project deliverables, metrics and impacts
- Maintain students' contact information database.
- Conduct debriefs with new faculty and staff; propose improvements
- Follow and continuously improve project coordination process and systems, and develop resources as needed
- Support the Senior Projects Coordinator in special projects

#### **Communications and Partner Relationship Management**

- Draft partnership summaries and annual report
- Support knowledge transfer to municipal and academic leaders, including coaching students and preparing presentations for municipal or academic leaders
- Participate in the global network of CityStudios
- Other duties as assigned, including:
  - Assist with studio visits, tours and sharing the CityStudio story
  - Assist with studio events such as Celebration with the City
  - Support grant, report and award proposal writing

#### **WHO & WHAT WE ARE LOOKING FOR:**

- Minimum 3 years experience in project coordination or management role in academic or civic, or non-profit environments.
- Proven ability to create, facilitate and maintain relationships for collaboration with multiple stakeholders in academic and/or municipal government environment.
- Experience with community-based experiential learning and collaborative research at the university or college level.
- Deep professional curiosity for city building, higher education, civic engagement, social innovation and collaboration.
- Proven warm and service-oriented relationship builder.
- Reliable to deliver on timelines and outcomes with commitment to process.
- Ability to take initiative and work independently.
- Adaptable and willing to jump into getting things done as needed.
- Comfortable working in a creative, experimental environment.
- Self-set high standards in planning, organization and communication skills.
- Experience giving inspiring presentations and engaging public, able to adapt messaging and style accordingly.
- Experience tracking project metrics and outcomes through evaluation frameworks.
- Seeker and supporter of new ideas.
- Experience working with and mentoring students (teaching experience an asset).
- Ability to confidently explore options, make recommendations and take direction.
- Calm under pressure.

- Trustworthy, kind, energetic, and confident.
- Self-awareness as a practice.
- Excellence in writing, editing, synthesizing and summarizing.
- Committed to continuous improvement and refinement.
- Equal parts confidence, curiosity, collaboration, drive and self-care.

#### **SUPERVISION & COMMUNICATION**

- The Projects Coordinator reports to the Senior Projects Coordinator.
- The Projects Coordinator is expected to participate fully in team meetings and events and follow all CityStudio staff protocols, including emergency procedures and financial policies.
- The Coordinator is expected to communicate openly and frequently with the CityStudio team to fulfill their duties.

#### **REQUIREMENTS**

- Minimum 3 years experience in project coordination or management role in academic or civic, or non-profit environments.
- Masters degree or equivalent
- Experience with community-based experiential learning
- Working knowledge of City of Vancouver priorities

#### **WORKING CONDITIONS**

The Projects Coordinator will:

- Typically work in an office environment, but the mission of the organization will sometimes take employees to non-standard workplaces.
- Work regular office hours, 37.5 hours per week. Some evening, weekend and overtime hours to accommodate work activities as well as events, presentations or representing the organization at public events.