



Community Conservation
Research Network



SAINT MARY'S
UNIVERSITY SINCE 1802

Project Coordinator

The **Community Conservation Research Network (CCRN)** is an international research network, based at Saint Mary's University and involving many partners and participants, including Indigenous organizations, community-based and environmental NGOs, government agencies, and university researchers worldwide. The CCRN is funded by the Social Sciences and Humanities Research Council of Canada, and by extensive contributions from participating institutions. Further details on the CCRN are available at www.CommunityConservation.Net.

We are seeking an experienced and enthusiastic individual to serve as CCRN Project Coordinator. This administrative contract position will involve two major components:

Network Support and Secretariat Management: Assisting the CCRN Director in scheduling, managing and monitoring all tasks and activities within the CCRN worldwide, as well as interactions with other research projects; working together with the CCRN Research Project Manager to maintain communications among CCRN participants and outreach more broadly, to ensure that CCRN project deliverables are produced effectively, and to maintain accurate and up-to-date administrative records and files for all aspects of the project.

Conference Organization: The CCRN, in partnership with the International Union for the Conservation of Nature (IUCN), is organizing "Communities, Conservation and Livelihoods", an international conference that will be held at Saint Mary's University, May 28-30, 2018. This is the single largest CCRN initiative over the coming year. The Project Coordinator will provide administrative and organizing support for all aspects of the conference, including registration management; abstract submission and review; program development including field trips; publicity including strong social media activity and production of media articles, press releases, and presentation materials; engaging with video production; maintaining up-to-date administrative records and files for the conference; financial management (including liaising with the university's financial office; maintaining internal budgets; ensuring compliance with SSHRC funding guidelines); fundraising activities; logistics (including arranging transportation, room bookings, catering and food services); travel arrangements of invited speakers; arranging payments for goods and services, and travel reimbursements; volunteer recruitment and management.

The successful applicant is exceptionally well organized with excellent attention to detail, and has strong administrative experience, particularly in organizing major national or international conferences and/or large meetings. The individual has a demonstrated ability to diligently handle administrative and project management procedures, as well as project finances and reporting processes, preferably in a similar environment to that of the CCRN. The individual is highly motivated, a self-starter and a fast learner who is able to work with minimal supervision, but also to act as a team player, working with a wide variety of individuals. Good interpersonal and intercultural skills are essential as is the capability to handle uncertainty and heavy workloads.

The Project Coordinator will work in our office at Saint Mary's University, reporting to the CCRN Director, Dr. Tony Charles. The contract position is 3 days per week to the end of June 2018. The salary will be a pro-rated annual salary of \$27,000 based on 3 days per week, and is inclusive of vacation pay. Subject to funding and project requirements, there may be an opportunity to transform the contract position to full-time, from the start or at a later point, if desired by the successful applicant. Other arrangements may also be considered.

Interested individuals are invited to submit a cover letter describing their suitability for this contract position, a resume, and contact information for three references, by e-mail to Dr. Tony Charles (tony.charles@smu.ca). Enquiries may also be sent to that email address. Please use the subject heading 'CCRN Project Coordinator' in all messages. Review of applications will take place as they are received until the closing date of **August 31, 2017**.

Saint Mary's University is committed to the principles of Employment Equity. The University and CCRN thank all applicants for applying. Only those selected for interviews will be contacted.