**Job Description**

**Job Title:** Communications and Research Coordinator, Partners for Action  
**Department:** Office of the Dean, Faculty of Environment  
**Reports To:** Director, Partners for Action  
**Jobs Reporting:** None  
**Salary Grade:** USG 6  
**Effective Date:** August 2017

**Primary Purpose**
The Communications and Research Coordinator, Partners for Action, is responsible for: (1) providing support for the design, development, and implementation of communications plans, programs and communications materials, (2) supporting the design, development, and implementation of research projects and programs, and (3) providing administrative support. This position is responsible for maintaining the Partners for Action website, as well as its sister project website, www.FloodSmartCanada.ca, and for supporting the media relations and outreach activities of Partners for Action, using various communications platforms (including social media) and interpersonal skills.

**Key Accountabilities**

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<tr>
<th>Maintain P4A’s websites and social media accounts:</th>
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<tr>
<td>• Maintain and post content on P4A’s University website, FloodSmartCanada, and P4A’s twitter account</td>
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<td>• Maintain websites and interface with web developer for external website, as needed</td>
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<td>• Work in collaboration with P4A’s director to develop ongoing website strategies and enhancements for P4A’s University website and FloodSmartCanada</td>
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<td>• Report and analyze webpage performances using Google Analytics and other analytics as available</td>
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<td>• Monitor and update Twitter page and news items on websites, as needed</td>
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<td>• Create new pages and content for websites, applying principles of writing for the web and in compliance with accessibility standards (for internal UW website)</td>
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<tr>
<th>Support the design, develop, implement, and manage P4A’s communication plans, strategies and documents:</th>
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<tr>
<td>• Support the development and implementation of communications plans and strategies</td>
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<td>• Develop brochures, blog posts, newsletters, educational materials, and email for stakeholders</td>
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<td>• Review all materials for accuracy and editorial content before release</td>
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<td>• Assist with PowerPoint presentations and meeting materials</td>
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<td>• Assist in executing outreach activities</td>
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<th>Support the design, development, and implementation of research projects and programs:</th>
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<td>• Work with Director to identify trends and potential research direction</td>
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<td>• Undertake research on identified topics of interest</td>
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<td>• Assist in developing research programs, plans, timeframes, and budgets</td>
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<td>• Assist in tracking deliverables, budgets, and schedules</td>
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<td>• Drafting and communicating projects objectives and providing support to the Director for implementation</td>
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<th>Provide administration support to P4A:</th>
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<td>• Maintain up-to-date stakeholder mailing list</td>
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- Take minutes of meetings and workshops
- Provide administrative and logistical support for events, including meetings, workshops, and conferences
- Other duties, as assigned

Required Qualifications

Education
- University Degree in communications, planning, business, or equivalent education and/or communications experience
- Master's Degree in a related field is considered an asset

Experience
- 1-2 years of experience in a communications and research coordinator role with a proven track record of writing and project coordination
- Sound knowledge of web applications, social media, and marketing, preferably in a university setting.
- Demonstrated experience interacting with outside partners and senior administration within the University.
- Proven experience using social media and networking platforms (e.g., Twitter, Facebook, LinkedIn)
- Experience with Photoshop, InDesign, Illustrator, infographics programs, web design and programming.

Knowledge/Skills/Abilities
- Excellent interpersonal skills
- Excellent technical writing and research skills
- Excellent grammar, editing, and creative writing skills
- Excellent written and verbal communication skills and demonstrated ability to provide a clear network of professional communication on behalf of Partners for Action including colleagues, University staff and external stakeholders
- Demonstrated ability in web design and management
- Proficiency in Microsoft Office, including PowerPoint, Excel and Word
- Experience with knowledge mobilization projects and strategies
- Experience in design of marketing/promotional materials, and event planning
- Existing knowledge in environmental sustainability
- Existing knowledge (or strong interest in learning) about climate change and disaster risk reduction issues
- Strong organizational skills
- Bilingualism is a definite asset

Nature and Scope

Contacts:

Internal: Director, Partners for Action, Dean, Faculty of Environment, Advancement, Faculty, administrative staff, co-op students, undergraduate and graduate students

External: Partners for Action Advisory Committee, Stakeholder Group, funders, government and industry partners, non-governmental organizations

- The nature of interaction may include:
  - Exchanging and providing information
  - Collaborating on work initiatives and projects
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- Responding to questions and inquiries
- Troubleshooting problems
- Presentations at meetings, conferences, and workshops

Level of Responsibility:
- This position has defined specialized or routines duties and responsibilities, and receives direct supervision and specific guidance. The successful candidate will work as part of a team to develop and manage programs within a research group. The position entails a good understanding of the necessary technical, organizational, creative and interpersonal skills to achieve results in a team environment.
- This position interacts with students, and provides guidance where required or appropriate

Decision-Making Authority:
- The incumbent will have the authority to make decisions around communications needs and strategies
- The incumbent will make decisions around research tasks and details of meetings and events, subject to overall plans and confirmation with the Director

Physical and Sensory Demands:
- Minimal demands typical of an administrative position within an office environment

Working Environment:
- Office-based
- Travel: occasional to support meetings, workshops, and conferences, as required
- Working hours: regular working hours, some evening work required, to support events.
- There is frequent need to pay close attention to detail surrounding interactions with co-workers and stakeholders, written materials, and web-based content. There are deadline pressures, while adhering to standards of thoroughness and accuracy.
- Risks: no significant physical or psychological risks