**Migration and Resilience in Urban Canada**

Research Project Manager

**Overview:**

A five-year research partnership examining the capacities of migrants to overcome immigration and settlement challenges in urban centers in Ontario and Quebec under the academic direction of Valerie Preston, Principal Investigator (PI) and Professor, Geography, Faculty of Liberal Arts and Professional Studies, York University, is seeking a part-time (21 hours per week) project manager. Reporting to the PI, and working with partners in Ontario and Quebec as well as other Secretariat staff, the incumbent is responsible for sustaining the partnership and supporting coordinated research activities among partners. This position enhances, promotes and supports the research undertaken by co-investigators, collaborators, students, and diverse partner organizations.

Responsibilities include supporting research planning, knowledge mobilization, fundraising, and reporting to funding institutions, and other activities directly related to the research pursued under the auspices of the partnership.

Salary Range: $75, 480 (pro-rated based on 21 hours weekly).

Start date: December 1, 2018

Term: 12 months contract, with possibility of renewal

**Job Purpose:**

The purpose of this position is to support the effective delivery of research activities while working closely with the PI, all members of the partnership, specifically the co-chairs for city networks and research themes, and other Secretariat staff. The incumbent will develop ongoing relationships with non-governmental organisations, government departments and agencies, and academic researchers as needed for successful completion of the research program.

**Major Responsibilities:**

***Partnerships***

1. Support creative partnerships among academic researchers, all levels of government, and non-governmental organizations as required for successful completion of the research program and effective dissemination of its findings.
2. Network with government departments and non-governmental agencies that relate to the partnership’s research focus.
3. Identify ideas that could potentially lead to significant partnership opportunities.
4. Capture all relationships and interactions within SSHRC reports.
5. Negotiate and manage research partnership agreements and liaise with the appropriate individuals at York to execute and monitor these agreements.
6. Support the development of applications to provincial and federal funding programs and foundations that take advantage of and facilitate research collaborations with non-governmental partners.
7. Manage the Steering Committee communications, including preparation and archiving of minutes, agenda, governance documents, and research activity templates.

***Communications***

1. Maintain relationships with external participants and partners in the community such as City of Windsor, Table de concertation des organismes au service des personnes réfugiées et immigrantes, Québec, the Wellesley Institute, and Local Immigration Partnerships in Ontario.
2. Work with Knowledge Broker to ensure the effective flow of information internally and externally including preparation and dissemination of promotional materials, announcements, and other activities.
3. In conjunction with the PI, develop an annual report and submits it to SSHRC
4. In conjunction with the PI, develop and submit reports to other funders as required.

***Knowledge Mobilization and Training***

1. Develops workshops and prepares materials for students and community partners to learn research design, data analysis,
2. Assists Knowledge Broker who liaises with partners to develop effective seminars, workshops, and symposia and knowledge mobilization strategies
3. Prepares annual report reporting and evaluating knowledge mobilization activities and proposing strategies for the upcoming year

***Financial/Reporting***

1. Assists with preparation of annual Achievement Reports, Mid-Term Report and Review, and Final Report
2. With Financial Assistant and PI, assists project partners in preparation of Annual Partner Report tracking cash and in-kind contributions

Skills/Specialized Knowledge:

* Excellent oral and written communication skills
* Demonstrated organizational and problem-solving skills
* Proven ability to exercise good judgement, take initiative and work independently
* Strong interpersonal skills and ability to deal courteously and effectively with people
* Excellent management skills and knowledge related to academic projects and grants
* Strong abilities to access and mobilize resources in the university setting
* Familiarity with innovative and effective knowledge mobilization for academic projects
* Knowledge of governmental agencies and non-governmental organizations involved in immigrant settlement in Quebec and Ontario
* Track record working with multidisciplinary and multi-sectoral research partnerships
* M.A. with demonstrated experience in research about immigration and settlement in Canada
* Bilingual in French and English preferred
* 3-5 years of related experience in an academic environment

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