**Job Title: Part-time** Project Coordinator**,** Centre for Research on Work Disability Policy (CRWDP)

**Hours: 1 day per week**

**Contract dates: Immediately until March 31, 2020,** *with possible extension until March 31, 2021*

**Date:** February 5th, 2019

**Deadline for Application:** Until Position filled

**Submit Application to:** mrioux@yorku.ca

**Application Package:** Curriculum Vitae, cover letter, and reference letter

**Job Purpose:**

Report and receive direct supervision from Dr. Marica Rioux, Professor; Distinguished Research Professor, Faculty of Health, School of Health Policy & Management

**Duties/Responsibilities**

1. The following cluster responsibilities are performed in conjunction with, or as directed and approved by Dr. Rioux. Prepare and provide the following reports/communications:
* Monthly Provincial Cluster activity report for Cluster Co-ordinators’ monthly meetings. This includes providing one page summaries of provincial events, activities, research, financial expenditures, etc.
* Send Provincial Cluster Meeting minutes to the national office.
* Cluster website updates (e.g., partner, student and co-investigator/collaborator bios) and social media (e.g. Tweeting, using CRWPD template, about local studies and issues).
* Coordinate semi-annual provincial team meetings.
* Support cluster community and stakeholder activities (at least twice annually).
* Support meetings and connections between community/partners, co-investigators/collaborators and new researchers/students.

B. The following responsibilities are performed to support national committees such as the Communications/Knowledge Mobilization Committee and National Events Planning Committee:

* Contribute content and suggestions for the National Newsletter.
* Contribute content and suggestions for the National website.
* Contribute content and suggestions for the webinar series.
* Support national meetings/conferences/events.

C. The following responsibilities are performed to support National Office administration with information collection and tracking:

* Data on Partner in-kind contributions and submit to National Office annually for SSHRC Annual Report.
* Terms and follow up dates for seed grants, stipends matching funds, and any other sub-grants to the province sent by the CRWDP National Office, (i.e. progress reports, final reports, etc.).
* All outcomes in the province: publications, presentations, events, any relevant KTE activity with involvement of a Centre partner or investigator.
* Cluster student career tracking—e.g. going into PhD programs, post-docs, government agencies, etc.

**Qualifications/Expertise Required:**

* Skill in writing original material
* Evidence of prior ability in organizing project(s)
* Good coordination and organisation skills
* Strong people skills (i.e. meeting with people and working with people)
* Knowledge of social justice issues preferably employment of people with disabilities
* Ability to work independently
* Knowledge in the field
* Prior experience in managing a project

**University Policies and Procedures**

While you are employed as a research employee, you are required to abide by the University policies and procedures available on the York University website.