Position Title: Knowledge Mobilization Coordinator  
Date Posted: November 5, 2019  
Deadline: Posted until filled  
Contract Start Date: December 2, 2019  
Contract End Date: March 31, 2024  
Reports to: Research Impact Canada Manager  
Starting Salary: $50,000/per annum

I. JOB PURPOSE:

Broadly focused on supporting the knowledge mobilization team delivering dissemination and capacity building for knowledge mobilization, the Knowledge Mobilization Coordinator will collaborate with Research Impact Canada (RIC) member institutions as well as the Conference Board of Canada (CBoC) to operationalize RIC’s commitments to knowledge mobilization for the Future Skills Centre (FSC). Under the direction of the RIC Manager the Knowledge Mobilization Coordinator, will support two Knowledge Mobilization Specialists and coordinate day to day operations of RIC.

While not a mandatory bilingual role, this position preferably requires intermediate functionality in both official languages (English & French). This is a contract ending March 31, 2024.

About RIC

Research Impact Canada is a pan-Canadian, bilingual network of 17 universities committed to maximizing the economic, social and environmental impacts of academic research. RIC is committed to developing institutional capacities to support knowledge mobilization by developing and sharing knowledge mobilization best practices, services and tools. York University was a founding member of RIC in 2006 and remains the lead institution. This position will be based at York University. RIC is partnered with the Conference Board of Canada to provide knowledge mobilization and stakeholder engagement for the Future Skills Centre (https://fsc-ccf.ca/).

2. MAJOR DUTIES:

A) Finance and Office Support

1. Prepares, obtains approval and submits human resources and financial forms, including but not limited to, Employee Transaction Forms (ETF), bi-weekly timesheets, claims for expense reimbursement, accountable advances, and cheque requisitions using Concur and paper copies of forms.
2. Coordination for RIC network, governance, committees, and stakeholders, including but not limited to, organizing travel and booking accommodations as required, scheduling.
taking meeting minutes, preparing meeting summaries, soliciting agenda items, booking rooms, logistics for catering.

3. Ensures forms, including taxes and rebates, are accurately completed in a timely fashion. Follows up with Research Accounting for any discrepancies.

4. Help organize and maintain office operations, including ordering supplies and interfacing with departments for shared office equipment.

5. Maintaining documents, including managing electronic and paper files, updating paperwork, creating and entering information into databases.

B) Operations and Reporting Support

Help develop, implement, and review operational policies and procedures.

C) Event Planning and Communications Support

1. Assists with coordination of in-person and online events. Attends events as required ensuring appropriate setup and addresses issues that arise. For on campus events, ensure the University event planning and Temporary Use of Space guidelines are followed.

2. Liaises effectively with appropriate York offices and external partners as required. Solicits quotes for services and tracks expenses subject to York procurement policies.

3. Supports in writing and drafting content for communications and website, including taking pictures, writing blog posts, and crafting social media campaigns.

4. Collects documents for publication and distribution, securing translation services as required.

3. SUPERVISORY RESPONSIBILITIES:

May be called on to supervise part-time student supports hired for task specific functions.

4. DECISION MAKING:

The Knowledge Mobilization Coordinator is responsible for making decisions and acting independently within the overall responsibilities of the job. Superior relationship management with internal and external partners is critical.

5. DIRECTION RECEIVED:

The incumbent works under the direction from the Research Impact Canada Manager and also will take direction from the Knowledge Mobilization Specialists. This position will also engage with and take direction from groups that are part of the Research Impact Canada network.

6. QUALIFICATIONS:

A. Educational Requirements:

Undergraduate (university or college) degree recommended.
B. Experience Requirements:

1-2 years supporting financial and operational activities. 1-2 years supporting events and/or communications is required. Familiarity with knowledge mobilization is an asset.

C. Skills (Specialized knowledge):

Understanding of budgeting and finances. Highly organized and attention to detail to prepare and submit forms for operations, finances, and/or reporting. Demonstrated event planning and communications experience. Excellent written and verbal communications skills. Proficient in MS Office, desktop publishing and web design applications including Wordpress. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Strong interpersonal and negotiating skills. Proven ability to develop credibility and effective working relationships with relevant stakeholders. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to demonstrate initiative, resourcefulness and sound judgment. Ability to travel, as required.

If you would like to apply to this job, please send your cover letter and resume together in one document, saved in the format of your first and last name (ex. “Jane Doe”) and send to the attention of Kaitlin Reibling at kaitmr@yorku.ca.