Position: Research and Communications Coordinator
Department: Centre for Indigenous Research and Community-Led Engagement
Location: University of Victoria, Victoria BC
Employment: 40 hours a week
Remuneration: $50,000 annually
Deadline: August 30, 2020
Start Date: September 10, 2020

Description:
The Centre for Indigenous Research and Community-Led Engagement (CIRCLE), University of Victoria is seeking a Research and Communications Coordinator to ensure the efficient day-to-day operation of the Centre, work with other staff and faculty and support the Director. The successful candidate will perform a number of functions related to grant writing, project support, event planning, and administration and coordination of research activities. This position will run until December 31, 2020 with the possibility of renewal.

List of Qualifications:

Education
▪ Undergraduate degree (minimum), preferably Master’s

Knowledge, skills and abilities
▪ Experience in research and grant writing;
▪ Experience overseeing and maintaining research budgets;
▪ Experience completing reporting documents;
▪ Proficiency in Word processing suite (Word, Excel, PowerPoint);
▪ Proficiency with Adobe Acrobat Pro;
▪ Experience with a broad spectrum of communications mediums (ie. Outlook, Zoom, Teams. Instagram, Facebook, Twitter);
▪ Experience working within an office setting;
▪ Website maintenance skills an asset;
▪ Works well both as part of a team and individually

Preference will be given to applicants who meet the following:
▪ Experience working in Indigenous community contexts
▪ Identifies as an Indigenous person
▪ UVIC administrative experience

Please email a cover letter, resume, and a one-page writing sample (of your choice) to:

Heidi Stark, Director
Centre for Indigenous Research and Community-Led Engagement
circle@uvic.ca
www.uvic.ca/circle