

JOB DESCRIPTION

Position	Project Coordinator	Hours	30 Hours per week
Classification	Externally Funded	Date	June 2019 – December 2020
Dept	Purdy Crawford Chair in Aboriginal Business Studies		
Reporting To	Purdy Crawford Chair	Group	Non Union

BACKGROUND

The Purdy Crawford Chair in Aboriginal Business Studies, hereinafter referred to as the “Chair”, is based in the Shannon School of Business and works in partnership with Unama’ki College and Mi’kmaw communities. The Chair encourages discussion topics related to Aboriginal Business by documenting and sharing Aboriginal business success stories and mentoring Aboriginal students, locally and nationally.

Detail on the work of the Chair is available at www.cbu.ca/crawford.

PURPOSE

Reporting to the Purdy Crawford Chair, the successful candidate will work with [A SHARED Future](#) and local partners on the first Phase of the [Bras d’Or Lakes CEPI](#) Research Project. The purpose of this research is to explore stories of two-eyed seeing in CEPI to better understand the processes of implementing two-eyed seeing within an intersectoral partnership.

SPECIFIC RESPONSIBILITIES

- Provide assistance and support to the Chair in the implementation of the CEPI Research Project.
- Plan, coordinate, schedule and organize meetings and interviews with key informants.
- Interface with faculty, staff and/or external partners as necessary to complete assignments.
- Research, draft and coordinate all reports from the Chair, and organize stakeholder groups.
- Prepare status reports on special project plans, progress and results of activities. Develop, enhance, update and maintain information to support project objectives.
- Coordinate and assemble confidential documentation. Ensure completeness and accuracy of the documentation for submission to the Chair, university departments, A SHARED Future, or other partners for review and/or approval.
- Maintain productive partner, community, and stakeholder relationships.
- Project tracking.

QUALIFICATIONS, SKILLS & ABILITIES:

- Minimum requirement of a Bachelor's Degree.
- Master's degree is preferred, or an equivalent combination of education and experience.
- Demonstrated experience in project coordination.
- Knowledge of Aboriginal communities and experience working with and in communities is essential.
- Proven exceptional writing and editing skills and the ability to synthesize large amounts of information. Qualified candidates will be asked to submit writing samples as part of the interview process.
- A self-starter with a strong work ethic and excellent interpersonal communication skills.
- Ability to work well with a multiple disciplines and project stakeholders is essential.
- Strong project management skills. Excellent facilitation, problem resolution, cross group collaboration and organizational agility skills.
- Ability to adapt to change in a very dynamic environment and manage complex tasks simultaneously, coordinate the roles of various participants in projects, set priorities and schedules, and meet deadlines with a minimum of supervision.
- Willingness and ability to travel.
- A valid driver's license.
- Bilingualism in French and/or Mi'kmaw is an asset.

Candidates with Aboriginal Heritage are preferred.

Purdy Crawford Chair

Date

Project Coordinator

Date

Human Resources Department

Date