

Centre for Resilience and Research Grants Coordinator

Salaried .7 FTE (26.25 hours per week) anticipated start date is July 1, 2019

Centre for Resilience Coordinator (.3 FTE)

1. The interested candidate will play an important role coordinating the activities of the Centre for Resilience (CR). Activities may include (but not be limited to):
 - a. Hosting and coordinating events (such as business idea “pitch” events, noon hour talks, potluck lunches, or other functions)
 - b. Liaising with external stakeholder groups (church groups, start-up communities, corporate functions, chambers of commerce, MEDA)
 - c. Liaising with CR entrepreneurs-in-residence, and supporting day-to-day operations at the CR
 - i. Regular contact with residents
 - ii. Checking on maintenance, facilities (including dishes; printing + troubleshooting, where necessary)
 - iii. Meeting with prospective residents and interested parties: providing information and tours
 - iv. Follow-up correspondence with prospective residents (i.e. sales)
 - v. Providing new residents with onboarding information, including assigning and tracking proxy cards through the database and assigning “plans” for new residents through our app (“Optix”) after they sign up
 - vi. Following up to ensure invoices are paid and processed; liaising with Finance for any paper cheques (i.e. not processed via Optix) and budgetary decisions
 - vii. Liaising with Hosting for any requests to change the space or infrastructure (i.e. moving desks, getting new furnishings, other changes requested by residents)
 - d. Cultivating and sharing practicum and co-op work placement opportunities with students and interested stakeholders
 - e. Sharing information internally within CMU through conversation and via our newsletter; more specifically, following up on CR opportunities with interested students and faculty

Research Grants Coordinator (.4 FTE)

2. The successful candidate will coordinate research grant activities at CMU. Duties will include, but not be limited to:
 - f. Informing faculty, students, CR residents, and other stakeholders of grant opportunities
 - g. Discussing grant opportunities with faculty, students, and CR residents
 - h. Participating on the Research Grants committee as the VPA representative
 - i. Maintaining files for formal agreements with granting bodies (particularly Tri-Council agencies)
 - j. Coordinating reports and other official correspondence or negotiation with Tri-Council agencies and other granting bodies

Qualifications:

- A commitment to the Christian church and CMU's mission, purposes and programs
- Graduate degree in a relevant discipline or the equivalent combination of education and experience
- Strong understanding of grant applications and reporting
- Exceptional relational and connecting skills including clear and effective written and oral communication
- Strong organizational and administrative skills
- Ability to prioritize and manage multiple projects at the same time
- Strong Microsoft Office skills

The position collaborates closely with the Director of the Centre for Resilience and with the Office of the VPA, and formally reports to the VPA. The position is to be located on North, with office space in the Centre for Resilience.

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be reviewed as received and will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to hrdirector@cmu.ca or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2