



Job Title: Biodiversity Project Coordinator- University of British Columbia

Department: Community Development and Sustainability + Engineering, Campus + Community Planning, VP External Relations

Position Classification: Researcher/Professional

Position Type: UBC Vancouver Work Learn Program

Desired Start Date: May 1, 2019

End Date: Aug 31, 2019

Wage: \$21.00

Work Hours: May 2019– Aug 2019 (20 hours/week)

Please submit via [UBC Careers Online](#)

Job Description

POSITION SUMMARY:

The [SEEDS \(Social, Ecological, Economic, Development Studies\) Sustainability Program](#), situated within [UBC's Campus + Community Planning Department](#) directly supports UBC's growing ecological and social sustainability commitments and operational policies on campus and beyond, by creating partnerships between students, staff, faculty, and community partners on innovative and impactful research projects. SEEDS is internationally recognized and a [multiple-award-winning](#) Campus as a Living Lab program that engages approximately 1,000 UBC students, faculty, staff and community partners every year, in over 100 projects to advance UBC's sustainability strategic plans and priorities. Student research projects use the Campus as a Living Laboratory and support the integration of academic and operational work on sustainability. Since 2001, SEEDS has engaged over 8,500 students, staff, and faculty across 12 faculties and colleges in over 200 courses on of Campus as a Living Lab sustainability projects. Projects have resulted in over 1,500 [publicly-accessible research reports](#) informing the development and implementation of UBC's strategic sustainability priorities, while enriching the student learning experience through applied learning in sustainability, and providing faculty with opportunities to integrate sustainability into the classroom.

A key program goal is to support the development and implementation of strategies for achieving the University's environmental and social sustainability goals by creating partnerships and leveraging student academic research and expertise through applied learning in sustainability. SEEDS supports the University's environmental and social sustainability goals in fifteen research areas (biodiversity, community, green buildings, climate, energy, water, waste, land, food, transportation, procurement, materials, health, wellbeing, and finance) by creating partnerships and leveraging student academic research and expertise. Projects to date, have advanced the development and implementation of 24 sustainability plans and policies.

This role will support the SEEDS Sustainability Program continued success in enhancing the sustainability of the UBC campus and beyond in biodiversity and urban forestry. Working primarily in project coordination, the successful candidate will play a key role in coordinating a campus wide initiative entitled *Campus Biodiversity Initiative: Research and Demonstration* (CBIRD) which serves as an innovative incubator for connecting academics, practitioners and the wider community in collaborative applied research that advances biodiversity ideas and actions, and in informing the development of UBC's emerging Urban Forest Management Plan and Biodiversity Strategy.

DESCRIPTION OF DUTIES:



- Working primarily through project coordination, to support the development of the *Campus Biodiversity Initiative: Research and Demonstration* (CBIRD) and inform the development of UBC's emerging Urban Forest Management Plan and Biodiversity Strategy.

Specific duties include:

- Facilitating the development of new, and coordinating existing partnerships with biodiversity stakeholders including campus staff, students, faculty and external community partners;
- Facilitating a campus-based Biodiversity Steering Committee made up of faculty, staff and students;
- Performing secondary research and environmental scans into best practices to inform the development of the emerging UBC Urban Forest Management Plan and Biodiversity Strategy;
- Working with staff and community partners to identify urban biodiversity challenges and opportunities, and create clearly defined research project proposals that can be integrated with suitable senior level UBC undergraduate and graduate courses. Key priority areas include scoping research that can contribute to a baseline of campus biodiversity assets, business case that articulated the benefits of biodiversity, key drivers in to biodiversity loss, pilot projects to test ideas and increase community engagement.
- Developing and submission of funding applications as required;
- Coordinating multiple biodiversity projects from project inception to close;
- Identifying suitable academic opportunities that align with operational sustainability research requirements for a wide range of biodiversity research projects;
- Identifying and pursuing curricular opportunities to integrate accredited applied biodiversity research projects;
- Compiling and synthesizing project findings and recommendations for writing summary reports and other materials as needed;
- Providing communication support including graphic, written and social media content;
- Organizing and facilitating innovative events to showcase applied research and engage the campus community and the public; and
- Providing the Manager, SEEDS Sustainability Program with other related support as needed.

ORGANIZATIONAL STATUS:

The successful candidate will work with the Manager of Social, Economic, Ecological Studies (SEEDS) Sustainability Program, Community Development, Campus + Community Planning. Work involves both independent work and within a team environment. The employee will maintain regular contact with the supervisor through weekly meetings, as well as email and telephone, as necessary.

APPLICATION SUBMISSION: All applicants must submit a cover letter, resume, and writing sample. Incomplete submissions will not be considered.

Qualifications:

EDUCATION AND EXPERIENCE:

- Preference for a student enrolled in a Masters or PhD Program
- Preferred Degrees/Disciplines: Forestry, Architecture and Landscape Architecture, Planning, and Science/Ecology.



- A passion and commitment to social, ecological and economic sustainability, environmental issues and social justice
- Experience with project management or coordination
- Experience with community-based action research and applied research is preferred
- Experience with grant writing
- Experience in working with students and/or professionals with diverse skillsets

SKILLS and QUALIFICATIONS:

- Eligible for UBC's Work Learn Program
- Familiarity with a broad range of urban biodiversity practices and research
- Experience working with multi-stakeholders, facilitation and in interdisciplinary settings
- Excellent communications skills: professional email/phone correspondence, public speaking and presentation efficiency
- Ability to think strategically, creatively, and apply systems perspectives
- Excellent organizational and time management skills and strong attention to detail is required
- Ability to work well independently with little supervision
- Experience with performing secondary research and interdisciplinary work
- Experience with conducting secondary research, identifying and writing grant applications
- Understanding of web design and development is preferred
- Excellent computer skills (word processing, email, database management, spreadsheets)
- Enthusiastic, personable, mature, professional and diplomatic
- Knowledge of HTML, CSS, JavaScript, etc. with an understanding and familiarity with CMS platforms considered an asset
- Familiarity with GIS (Geographic Information System) and/or other analytical mapping programs considered an asset
- Experience developing communications materials considered an asset

Student Learning Components:

TRAINING, ORIENTATION & MENTORSHIP:

The staff will receive training that will include an orientation to the physical working space, key tasks and responsibilities, and introductions to various key personnel within the unit, and biodiversity stakeholders and partners external to the unit. In addition, the staff will receive mentorship in project management, client relations, committee administration through meeting shadowing opportunities with the SEEDS Manager and other core members of the biodiversity project. The supervisor will provide ongoing training throughout the role, provide assigned readings and resources to support position onboarding and continuous professional development.

FEEDBACK, ONGOING SUPPORT & REFLECTION:

Regular weekly meetings will be held to update progress, address any questions, provide and receive feedback, ensure professional growth is being developed and provide opportunities for ongoing reflection. At the beginning of the term, performance and learning objectives will be compiled by the student in collaboration with the supervisor, and a corresponding workplan will be developed. Mid-point and end of term opportunities will be provided through meetings and a transition report to enable feedback and reflection.



MENTORSHIP, SUPPORT & NETWORKING OPPORTUNITIES:

The staff position involves working closely with several senior and junior level faculty members and students from approximately eleven campus faculties and schools, a wide range of operational staff from approximately thirty campus departments, and various external community partners. Effective relationships can be formed and nurtured through a wide range of collaborative environments that can greatly benefit the candidate's connection to various academic and working professionals, internal and external to their area of specialization, and the biodiversity research and practitioner fields. Key opportunities for networking will take place through regular workshops, meetings and events. Our office is located in the Centre for Interactive Research on Sustainability (CIRS), providing opportunities to interact with other professionals including sustainability researchers and practitioners.

WORKPLACE SKILLS, LEARNING, PERSONAL & PROFESSIONAL DEVELOPMENT

- Learning and development of comprehensive and transferable skills in project coordination, including project scoping and planning, initiation, project and meeting facilitation and monitoring, and closing and follow up.
- Experience in conducting environmental scans, secondary research, eliciting and compiling feedback from multiple stakeholders on moderate to complex urban biodiversity issues.
- Learning, knowledge and critical evaluation skills development in urban biodiversity issues, ranging from social, economic to ecological aspects including urban forest and ecosystem management, water, food systems, green buildings, climate, land, health, and wellbeing.
- Experience communicating effectively and professionally in written and oral form with multiple stakeholders and various types of audiences across various academic disciplines and operational departments
- Learning and experience in planning and initiating activities to affect positive change to the sustainability of the campus.
- Opportunities to apply skills and learning from the candidate's curricular work will be encouraged.
- Insight and mentorship into working in a professional office environment.
- Development of effective time management skills by learning how to prioritize tasks, use time efficiently, be well organized and develop workflow management skills.
- Opportunity to explore learning and professional objectives within the position as well as ongoing feedback through regular meetings and scheduled performance reviews.
- Ongoing professional skills development in communication, leadership and project management.
- Increased knowledge of campus resources and networks.