



Job Title: Research Coordinator, SEEDS Sustainability Program

Department: Community Development, Campus + Community Planning, VP External Relations

Position Classification: Researcher/Professional

Position Type: Graduate Research Assistant or Graduate Academic Assistant

Desired Start Date: May 1st, 2021

End Date: April 30th, 2022

Wage: \$21.37

Work Hours: (approx. 25-30 hours per week)

Please submit via [UBC Careers Online](#)

Application Deadline: **April 11, 2021**

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 operational 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 (community, green buildings, land, climate, energy, water, waste, food, transportation, procurement, materials, biodiversity, 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.

Specifically, the SEEDS Sustainability Program:

- Advances campus sustainability strategies and strategic priorities. Examples include: UBC's Green Building Action Plan, Public Realm Plan, Climate Action Plan, Transportation Plan, Integrated Stormwater Management Plan, Zero Waste Action Plan and Wellbeing at UBC, and emerging Urban Forest Management Plan and Biodiversity Strategy.
- Engages the Campus as a Living Lab by serving as a gateway to collaboration for staff, faculty, and community partners.
- Integrates applied sustainability into curriculum by tapping into our well-established networks and aligning projects with classroom learning outcomes.
- Create opportunities for students to gain professional mentorship, experience and skills.



This role will support the UBC SEEDS Sustainability Program continued success in enhancing the ecological, social and economic sustainability of the UBC campus and beyond. Working primarily in project coordination, the successful candidate will play a role in creating and coordinating applied sustainability projects aimed at integrating Academia and Operations in enhancing the sustainability of the UBC campus. Examples of projects: <https://sustain.ubc.ca/seeds-sustainability-program>

CORE JOB RESPONSIBILITIES:

1. Assist in the development, coordination and implementation of applied SEEDS Sustainability Program projects

Duties Include:

- Coordinating multiple sustainability projects in various sustainability areas related to biodiversity, climate change, green buildings, community building, human and ecological wellbeing and health, circular economies.
- Specific priority project areas include: Urban Biodiversity, Urban Forest Management, Climate Action (Mitigation and Adaptation), Ecological and Human Wellbeing and Health. Each priority area should also align with key UBC Strategic Plan priorities including collaborative interdisciplinary research, sustainability, thriving campus communities, and mobilizing knowledge for impact.
- Key project coordination duties, include:
 - Conducting research and analyzing campus sustainability plans to identify project opportunities.
 - Coordinating full project life-cycle from scoping, ideation, initiation, monitoring and closing.
 - Meeting with program operational, academic and community clients to elicit project ideas and create clearly defined project proposals that can be integrated with suitable senior level UBC undergraduate and graduate courses.
 - Identifying and pursuing suitable academic opportunities that align with operational sustainability research requirements.
 - Planning and facilitating workshops with program participants to identify thematic sustainability priorities, scope corresponding projects, and elicit feedback on project recommendations.

2. Assist with general program planning and best practice research to inform program development:

Duties include:

- Researching background and best practices in priority areas to inform program development and project planning.
- Reviewing and translating SEEDS research reports and initiatives into accessible materials for internal and external audiences
- Researching and identifying opportunities to communicate program success
- Summarizing and writing project stories to communicate the program

ORGANIZATIONAL STATUS:

The successful candidate will report to 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. Applicants not completing this will not be considered.

Qualifications:

EDUCATION AND EXPERIENCE:

- Preference for a student enrolled in a Masters Program in an area related to Sustainability, Planning/Policy, Ecological-Human Health.
- A passion and commitment to social, ecological and economic sustainability, environmental issues and social justice
- Experience with project management
- Experience with community-based action research is preferred
- Experience with graphic design, developing social media content and other communications

SKILLS and QUALIFICATIONS:

- Registered graduate student
- Familiarity with a broad range of sustainability practices and research
- Ability to think strategically, creatively, and apply systems perspectives
- Experience working with meeting facilitation and multi-stakeholder relations
- Excellent communications skills: professional public speaking and presentations
- Excellent organizational and time management skills and strong attention to detail and organization is required
- Experience with performing secondary research and interdisciplinary work
- Experience with developing grant and award applications
- Experience with Adobe Creative Suite, graphic design, and basic web and social media skills
- Ability to work well independently with little supervision
- Enthusiastic, personable, professional and diplomatic

Student Learning Components:

TRAINING AND ORIENTATION:

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 sustainability practitioners and researchers 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 team. The supervisor will provide ongoing training throughout the role, provide assigned readings and resources to support position onboarding and continuous professional development.

FEEDBACK, 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. Regular interaction with supervisor and other program staff will provide ongoing evaluation and formative feedback regarding performance and progress. 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, senior undergraduate and graduate students from approximately eleven campus faculties and schools, a wide range of operational staff from approximately thirty campus departments, and various external community partners. As a result, effective relationships can be formed and nurtured through collaborative environments that can greatly benefit the individual's connection to various academic and working professionals, internal and external to their area of specialization, and the planning and sustainability research and practitioner fields. . Key opportunities for networking will take place through regular multi-stakeholder meetings, events and workshops. 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:

- Development of comprehensive skills in project and research coordination, including project scoping and planning, initiation, facilitation and monitoring, and closing and follow up.
- Experience in project scoping including conducting secondary research and gathering feedback from multiple stakeholders on moderate to complex issues.
- Experience in meeting facilitation, administration and the ability to communicate effectively with different audiences ranging from senior to junior project operational staff and academic faculty clients.
- Enhanced knowledge about current issues in sustainability, ranging from social, economic to ecological aspects including zero waste, water, food systems, green buildings, biodiversity, land, energy, materials, transportation, procurement, climate, health, and wellbeing.
- Experience working with the public and developing interpersonal, communication, public speaking, and presentation skills.
- Professional networking activities with sustainability professionals and leaders across campus and in the region.
- Opportunities to apply skills and learning from the candidate's curricular work will be encouraged.
- Insight and mentorship into working in a professional and busy office environment.
- Further 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.
- Experience using verbal and written communication styles in a professional setting and for a various academic audiences including arts, sciences and professional schools.
- Enhanced leadership and collaboration skills.
- Increased knowledge of campus resources.
- Exposure to and experience within a professional office environment.
- Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor.
- Ongoing professional skills development in communication, problem-solving, leadership and project management.