

## Open Position: Coastal Climate Solutions Leaders Program Coordinator

**Start date:** July 2, 2025 or ASAP thereafter

**Salary:** \$55,000 - \$68,000 commensurate with experience and level of education. Full time preferred (option for part-time), with full benefits package

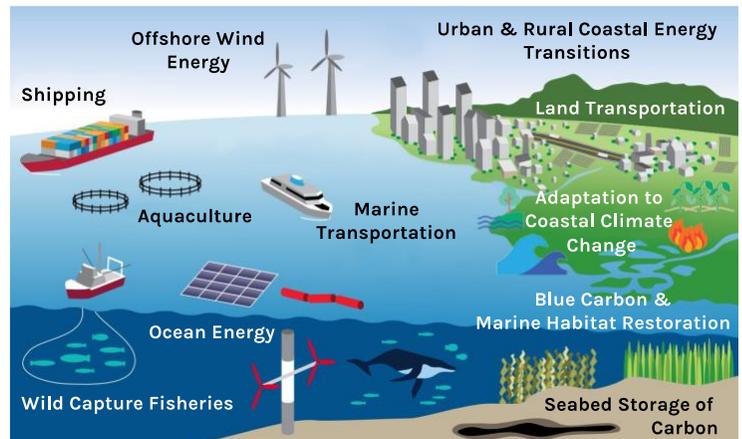
**Duration:** 1 year contract with possibility of renewal for up to 4 years

**Location:** Victoria, BC, Canada

**Application deadline:** April 21, 2025 5pm PDT

**Position Overview:** We seek a Program Coordinator for an NSERC-CREATE funded graduate training program, CCSL: Coastal Climate Solutions Leaders. Hosted at the University of Victoria, CCSL bridges across the sciences, engineering, social sciences, and business, delivering enriched interdisciplinary and intersectoral training to prepare the next generation of leaders with the knowledge, experience, and skills they need for the climate action workforce. CCSL spans across UVic's faculties and 19 departments and also benefits from a broad network of partners within government, industry, and non-profits, including B.C.'s Climate Action Secretariat and the Canadian Climate Institute.

The CCSL Program Coordinator will be responsible for the daily management, organization, and running of the program, in consultation with the Program Director and other members of the CCSL network. The Program Coordinator is the first point of contact for graduate trainees, CCSL Faculty, and the program's external partners. Activities include helping to recruit, orient, and manage students in the program; organizing and promoting CCSL events; fostering relationships with our climate-solutions partners; promoting the program; and tracking the program budget and preparing reports. The Program Coordinator will also be a member of the CCSL Management Committee.



This is a dynamic position suited to an experienced professional who is self-motivated, organized, detail-oriented, and excited about the potential to help run this successful interdisciplinary program. This position reports directly to the CCSL Program Director.

### Specific Roles and Responsibilities:

- **Trainees.** Assist with student recruitment, orientation, and management: track student applications and assist with the selection process; organize CCSL's annual orientation event; coordinate with CCSL faculty and departmental graduate secretaries about trainees' programs and respective requirements; set up trainees' stipend payments; ensure trainees are matched to internships; and track student participation in program training events;
- **Events.** Planning, organizing and promoting CCSL events, including the monthly seminar series, professional skills workshops, an annual symposium, and co-organizing the annual climate connections networking event;
- **Communication.** Maintain communication and good professional relationships with the CCSL team (e.g., send updates and general news, collect feedback on events, answer questions from graduate trainees, and maintain contact lists);
- **Partnerships.** Foster relationships with partner organizations, including helping to develop the BC Coastal Climate Challenge projects, and to identify and publish student internship opportunities;
- **Financial management:** track program expenditures, ensuring adherence to Tri-Agency Council budgetary guidelines and grant budget;

- **Courses.** Assist with course administration (room booking, scheduling with UVic Timetabling office);
- **Travel planning and coordination:** arrange travel and accommodation for guest speakers as needed, and oversee trainees travel (e.g. for internship opportunities, conferences);
- **Promotion.** Promote CCSL by keeping the program website up to date, developing and sending out biannual program newsletters, and posting program highlights regularly on our LinkedIn account;
- **Meetings.** Organize Advisory and management committee meetings, including agendas, note-taking and follow-up;
- **Reporting.** Keep NSERC reporting sheets up to date, and prepare NSERC reports, ensuring compliance with both UVic and NSERC rules and regulations.

**Desired Qualifications, Skills, and Experience:**

- Undergraduate or Masters degree in any discipline relevant to CCSL's focus;
- Minimum two years of project management experience, including:
  - demonstrated administrative and organizational skills;
  - demonstrated accounting and financial management skills (knowledge of financial accounting systems, principles and practices with the ability to track and manage a budget);
  - experience with keeping projects on track and project reporting;
  - experience with events planning, from budgeting and organization to promotion;
- Strong oral and written communication skills, and interpersonal skills. Ability to communicate professionally and foster relationships with all members of the CCSL team, including faculty, students, post-docs, administrators, and non-academic collaborators;
- Ability to prioritize and schedule time to ensure all tasks are being progressed, and to work efficiently and meet deadlines, while maintaining a high quality of work with attention to detail;
- Ability to work independently and as part of a team in a collaborative interdisciplinary environment;
- Demonstrated ability to exercise tact and discretion, to utilize judgement and sensitivity in presenting complex issues, and communicating with people across cultures, disciplines, and sectors;
- Commitment to helping to foster an equitable, diverse and inclusive learning and working environment;
- Experience with building or maintaining websites (e.g. on Squarespace) and social media platforms;
- Knowledge and awareness of climate change (science, impacts, mitigation or adaptation measures) and motivation to continue learning about climate solutions.

**To Apply:**

We value equity and diversity and strongly encourage applicants from members of equity-seeking groups to apply. Applicants must be legally authorized to work in British Columbia, Canada. Applicants are requested to submit:

§ a cover letter describing their interest in the position and how their qualifications, skills, and experience help them meet all (or at least most of) the requirements of the role;

§ a curriculum vitae;

§ names and contact details for two referees;

in one combined PDF file, via email with "CCSL Program Coordinator Application" in the subject line to: [csl.director@uvic.ca](mailto:csl.director@uvic.ca) by 5pm PDT on April 21, 2025.

**Accessibility Statement:** If you anticipate needing accommodations for any part of the application and hiring process contact: [uviccareers@uvic.ca](mailto:uviccareers@uvic.ca). Any personal information provided will be maintained in confidence.

**About the University of Victoria**

The University of Victoria is one of Canada's leading universities. Located on beautiful Vancouver Island, in the vibrant provincial capital Victoria, UVic is widely recognized for leadership in research, inspired teaching and community engagement with specific strengths in climate change science, impacts, and solutions. The university acknowledges and respects the ləkʷəŋən peoples on whose traditional territory the campus stands, and the Songhees, Esquimalt, and W̱SÁNEĆ peoples whose historical relationships with the lands continue to this day.