

**A unique, 7-year opportunity  
to share your passion for social justice  
& apply your knowledge of post-secondary and project management!**

<b>Term:</b>	immediately to June 25, 2021
<b>Salary:</b>	\$44,140-\$55,912
<b>Hours:</b>	32 hrs/week (4 days/week or flexible daily hrs)
<b>Benefits:</b>	Extended Medical, Pension (after 12 months), Life Insurance, Dental (after 12 months)
<b>Classification:</b>	This position is the result of externally funded grants to University of Victoria researchers, and terms and conditions are set out accordingly. See policies at: <a href="http://www.uvic.ca/universitysecretary/assets/docs/policies/HR6305_1470_.pdf">http://www.uvic.ca/universitysecretary/assets/docs/policies/HR6305_1470_.pdf</a>

Funded by a recently awarded grant and 14 participating institutions, *Landscapes of Injustice* is a collaborative project to research and tell the history of the forced sale of Japanese Canadians' property during the Second World War. The project will bring together 33 researchers and as many as 100 students, to deliver a traveling museum exhibit, teaching materials for elementary and secondary school classes, educational websites, scholarly and popular publications, and public presentations across Canada.

Reporting to the Project Director, Jordan Stanger-Ross, associate professor of history at the University of Victoria, the Project Manager will manage the administrative facets of the project, including budget and financials, internal and external communications (from website to publicity), numerous events.

The successful candidate will have a post-secondary degree and relevant experience, including:

- budget and financial, including strong forecasting and bookkeeping;
- office administration;
- communications, marketing and/or public relations; and,
- working with diverse, multi-cultural and international participants with diplomacy and integrity.

In addition this position requires:

- strong oral and written communication skills;
- ability to allocate time efficiently and respond with flexibility to changing challenges;
- ability to practice discretion and good judgement;
- ability to work independently as well as in a team environment; and,
- proficiency and knowledge of relevant technology and software including Microsoft Office suite, website design and management, accounting and/or HR databases and programs

Preference may be given to candidates with:

- demonstrated interest in or knowledge of Japanese-Canadian history;
- written and oral capacity in French and/or Japanese;
- experience in university, research or similarly large and complex organization ; and/or,
- knowledge of the UVIC accounting and reporting systems.

**For more information on this opportunity:** contact Jordan Stanger-Ross, ([jstross@uvic.ca](mailto:jstross@uvic.ca))

This temporary position is suitable for the University of Victoria community. We kindly request that university employees discuss the opportunity with their supervisors prior to applying, as secondment arrangements are subject to operational requirements.

**To apply:** send your cover letter, curriculum vitae, and contact information, including phone numbers, for three references directly to Jordan Stanger-Ross, ([jstross@uvic.ca](mailto:jstross@uvic.ca)) prior to the postings close on **Friday May 23, 2014**.