



## PROJECT AND OUTREACH COORDINATOR

The Canadian Cryospheric Information Network (<http://ccin.ca>) at the University of Waterloo is seeking a full-time **Project and Outreach Coordinator**. CCIN, Canada's primary source for data and information on snow, ice, and cold regions for nearly two decades, manages the Polar Data Catalogue (<http://polardata.ca>), a searchable archive of data and information generated by Arctic and Antarctic researchers from ArcticNet, Canada's Northern Contaminants Program, the Canadian High Arctic Research Station of Polar Knowledge Canada, the Nunavut General Monitoring Plan, and others. Growing maturity of the PDC platform has increased demand for our data management services, thus we seek a proactive individual with experience in project coordination and communications to contribute to our program. The position will encompass both the administrative and technical components of the CCIN. The ideal candidate will thrive on variety in his/her work and will take the initiative to identify and respond to the evolving needs of the organization.

## DUTIES

- Work closely with the CCIN team to understand the organization and the polar data community
- Track project finances, activities, and deliverables
- Write articles about CCIN and the PDC for newsletters and other outreach venues
- Share news and information about polar science and activities via our social media accounts
- Support the PDC Data Manager to increase and improve the data and metadata in the archive
- Assist the CCIN Associate Director in communication with partner organizations, researchers, and potential new collaborators
- Travel for presentation of PDC data management activities at conferences and workshops
- Assist with preparation of annual activities reports
- Attend and contribute to regular CCIN team meetings

## QUALIFICATIONS

- Minimum of Bachelor's degree (Master's degree preferred) in natural, environmental, health, or social science, northern studies, or related field (or equivalent)
- Interest in improving access to the results of Arctic and Antarctic research by contributing to advancements in data management for polar science
- Proactive, innovative, and eager approach to identifying and responding to organizational needs
- Excellent English oral and written communication skills; French fluency is beneficial
- Ability to communicate information clearly to other team members, stakeholders, researchers, and the public
- Strong attention to detail
- Excellent organizational skills, as evidenced by previous project coordination
- Ability to work independently and manage time efficiently
- Familiarity with producing and organizing social media and other outreach venues and content
- Expertise in word processing and spreadsheet software and overall comfort using computers, with a willingness to learn more about the technical aspects of operating an online data archive
- Preference will be given to candidates with scientific research experience in a relevant field.

This is a full-time grant-funded position with benefits located in Waterloo, Ontario, Canada. The position is available January 2016 and continues through September 2016, with continuation possible depending on performance and availability of funds. **Interested applicants should provide a cover letter, full resume, and names and contact information for 2 references.** Please direct all application materials or inquiries to: Julie Friddell, Associate Director, CCIN/PDC, [julie.friddell@uwaterloo.ca](mailto:julie.friddell@uwaterloo.ca), 519-888-4567 x32689.

We invite applications from all interested applicants; however, citizens and Permanent Residents of Canada will be given priority. Applications will be reviewed as they are received. Thank you for your interest!