

SUMMARY

RESEARCH COORDINATOR, SPECIAL INITIATIVES

The Research Coordinator, Special Initiatives coordinates the necessary research, analysis and planning that supports the Trust's Columbia Basin Management Plan and broader corporate objectives. The Research Coordinator provides relationship management support for the Trust's Indigenous engagement and corporate public engagement processes. The Research Coordinator coordinates the recruitment, organization, logistics and monitoring of various advisory bodies, workshops and consulting services required to undertake the work of the department. The Research Coordinator will be responsible for providing relationship management support with partners and contractors as well as providing contribution agreement, budgetary and administrative support to the department. This position reports to the Director, Special Initiatives.

KEY ACCOUNTABILITIES

- 1. Coordinates the necessary research, analysis and planning that supports the Trust's Columbia Basin Management Plan and broader corporate objectives**
 - Undertakes research, planning and analysis related to emergent issues and priorities in the region.
 - Researches and analyzes specific topics to support the Trust's Columbia Basin Management Plan and broader corporate objectives.
 - Researches trends on related policy issues that may influence the development of Trust Programs/initiatives.
 - Prepares reports and develops recommendations based on the research and analysis on the implications to Trust's policies, planning and/or other broader organization wide implications.
 - Identifies and communicates ideas, issues and concerns that are relevant to the strategic direction of the Trust, its programs and initiatives.
 - Collaborates with other Trust staff in the development of Trust initiatives, programs, policies and strategies and assists with the development of supporting systems and processes.
 - Assists with the development of guidelines and processes for new programs.
 - May participate in cross functional committees as a department representative.
 - Gathers and analyzes data to support planning, monitoring and evaluation of various programs/initiatives.
- 2. Provides relationship management support to the Trust's Indigenous engagement and corporate public engagement processes.**
 - Corresponds and communicates with contractors, consultants and community groups as necessary to maintain working relationships.
 - Corresponds and communicates with Indigenous communities as necessary to maintain working relationships.
 - Coordinates planning, activities and logistics related to the Trust's public engagement processes.
 - Facilitates public planning and engagement processes to further the corporate objectives of the Trust.
- 3. Coordinates the recruitment, organization, logistics and monitoring of various advisory bodies, workshops and consulting services required to undertake the work of the department.**

- Coordinates public meetings and advisory committee meetings as needed.
- Coordinates and arranges special events as required.
- Provides oversight to consulting services as required.

4. Provides support to manage contribution agreements, budgets and other administrative functions for the department in compliance with the Trust's Financial Management Policies and budgets.

- Helps develop and oversee contracts with organizations and individuals.
- Corresponds and communicates with partners, consultants and community groups as necessary to maintain working relationships.
- Tracks and maintains department budget information, and identifies inaccuracies or discrepancies.
- Processes final reports and invoices, reconciles with contracts and identifies discrepancies, following up with external parties as required.
- Provides regular feedback to appropriate Trust staff regarding issues with or opportunities to improve the Trust's processes.
- Coordinates grant applications and evaluates proposals and makes recommendations as required.
- Performs due diligence related to funding applications as required.

5. Performs other related duties as required.

QUALIFICATIONS

Training & Experience

- A minimum of a Bachelor's degree in planning, public policy, economics, commerce or a related field or an equivalent combination of education, training and experience.
- A minimum of four years of experience in community development, program and policy development and analysis (public and/or business) and or a related position.
- Strong research, writing, administrative and organizational skills.

Knowledge, Skills and Abilities

- Sound knowledge of contract management principles, techniques and best practices.
- Sound knowledge of grant management processes.
- Sound knowledge of and experience with MS Office software particularly Outlook, Word, PowerPoint and Excel.
- Working knowledge of Information Management Systems and budgeting process.
- Working knowledge of economic and social issues within the Basin.
- Well-developed presentation, and communications skills.
- Self-motivated and results oriented.
- Ability to understand and discuss Trust objectives, operations and administrative and organizational structures.
- Ability to travel within the Basin.
- Use of a personal vehicle for travel.