**Position:** Project Coordinator, Research Meets Policy @ SFU, Knowledge Mobilization Hub  
**Salary:** $30.00 per hour  
**Hours:** 10 hours per week (total 250 hours). Remote work.  
**Term:** Six month contract, April through September 2021. Anticipated start date of April 1st, 2021.

**Description:** This temporary contract position will support the development, implementation, and evaluation of a pilot graduate student summer institute called Research Meets Policy @ SFU. Development activities will include supporting the identification of facilitators, developing and distributing promotional materials, drafting learning objectives and session agendas, recruiting and selecting trainees, and organizing training materials. Implementation activities will include providing technical support during the institute, note taking, and other supports as needed. Evaluation will include contributing to the development of the evaluation plan and data collection tools, collecting and analyzing data, drafting an evaluation report, and disseminating report. The project coordinator will report to Dr. Lupin Battersby, Knowledge Mobilization Officer, and work closely with Dr. Valorie Crooks, Professor, Department of Geography & Strategic Lead, Knowledge Mobilization, and Alison Moore, Assistant Head, Research Commons & Manager, Knowledge Mobilization Hub.

**About Research Meets Policy @ SFU:** RMP@SFU is a pilot program aimed at senior research trainees on research-to-policy communication skill development. Hosted by SFU’s Knowledge Mobilization Hub, RMP@SFU will be a virtual weeklong summer institute running July 19th - 23rd, 2021. The program will include four core workshops each tackling an integral aspect of the research-to-policy communication continuum, with the fifth day as a cumulative session to demonstrate learning and plan for ongoing networking.

SFU is committed to creating a diverse, equitable and inclusive community where all feel welcome, safe, accepted and appreciated in learning, teaching, research and work. We are privileged to do this work on the unceded, traditional territories of the the Sḵwx̱wú7mesh Óxwumíxw (Squamish), xʷməθkʷəy̓əm (Musqueam), səl̓ílwətaʔ (Tsleil-Waututh), q̓ic̓əy̓ (Katzie), and kʷik̓əƛ̓ m (Kwikwetlem) peoples, on whose traditional territories Simon Fraser University’s three campuses stand.

**Qualifications:**  
- Currently enrolled in an SFU graduate program  
- Significant experience and/or training in adult education  
- Significant experience and/or training in curriculum development  
- Demonstrated familiarity with knowledge mobilization  
- Demonstrated familiarity with program evaluation  
- Demonstrated ability to use Zoom as an online training tool  
- Demonstrated ability to work with a diverse group of learners, individually or in small groups  
- Excellent interpersonal and communication skills  
- Available July 19th – 23rd, 2021

**Application must include:**  
- Cover letter and resume/curriculum vitae  
- Names of 2 academic references
All qualified candidates are encouraged to apply. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

**Deadline:**
This posting will remain open until filled, but review of applications will begin on March 15, 2021.

**Please submit applications to:**
Submit applications via email in one consolidated PDF document to Dr. Lupin Battersby, Knowledge Mobilization Officer, Knowledge Mobilization Hub: lupin_battersby@sfu.ca