

## PROJECT COORDINATOR, PREFAB MASS TIMBER

### ABOUT RENEWABLE CITIES

[Renewable Cities](#) works with policymakers and practitioners to accelerate the transition to renewable, resilient and restorative cities through engagement, research, capacity building and policy innovation. The organization is a special initiative of Simon Fraser University's Morris J. Wosk Centre for Dialogue. Renewable Cities uses systems-thinking to address urgent challenges of climate change, affordability, livability, ecological integrity through projects such as prefabricated mass timber buildings, transit-oriented development and integrated housing solutions.

### POSITION SUMMARY

As Project Coordinator, Prefab Mass Timber you will fill a crucial role supporting the delivery of our mass timber mid-rise local solutions engagement project at Renewable Cities. This initiative, focussed primarily on solving policy and regulatory challenges to the delivery of prefab and mass timber buildings, has four current priorities: 1) engaging elected officials, 2) engaging advisory design panels, 3) facilitating the development of sample Development Permit Area design guidelines for municipalities and 4) advancing deeper outreach to the broader local government and building sector stakeholders.

Working closely and collaboratively with the Renewable Cities' team and Senior Program Manager, you'll coordinate development and delivery of the prefab mass timber initiative by:

- managing administration and supporting delivery of project activities
- engaging with local government policy makers and building sector stakeholders
- scaling project impact through engagement and communication with a range of stakeholders
- reporting on project activities and outcomes to funders

You have a working knowledge of high-performance buildings, prefabrication, mass timber and a local government's building approval process. You thrive in a fast-paced work environment and have strong project management and administration skills. You enjoy organizing project logistics and connecting with others. You are action oriented: you know what it means to show initiative and take the next step to support delivery of project activities. You thrive in a small, growing team.

You are excited by the work of Renewable Cities in its work on addressing barriers to high performance mass timber buildings as well as our other [program areas](#). You are passionate about advancing climate action in urban regions and finding systemic solutions to complex challenges.

## KEY RESPONSIBILITIES

### Project management and administration:

- Coordinating day-to-day operations and liaising with internal and external project team members and stakeholders for preparation and delivery of project activities.
- Developing work plans, tracking documents, timelines and communication plans to ensure engagement activities remain within scope.
- Identifying and coordinating program resources and budgets; tracking project budget and expenses.
- Ensuring all financial paperwork for program expenditures are processed through the appropriate channels according to SFU financial policies and procedures.
- Supporting administration of contracts with project subcontractors.
- Supporting stakeholder engagement activities, working closely with colleagues to ensuring meetings are scheduled, process design and logistics are in place and materials are prepared.
- Assessing and reviewing engagement activities, making recommendations to improve future engagements.
- Documenting, analysing and summarizing project findings, progress and learnings.
- Drafting briefings and reports for stakeholders and funders.

### Partnerships, engagement and strategy:

- Building consistent and authentic relationships with existing and new partners.
- Co-designing and facilitating program sessions and meetings with stakeholders as required; presenting information sessions on the program to stakeholders as required.
- Representing the project on committees and with stakeholders to build connections and networks.
- Identifying implementation issues, anticipating stakeholder concerns and providing recommendations for solutions.
- Working with the Senior Program Manager to incorporate feedback from stakeholders to ensure the project reflects the interests and needs of stakeholders for addressing climate, sustainability and livability in B.C. communities.
- Identifying opportunities for strengthening programming and expanding program impact. Participating in strategic planning and recommending changes to project activities that improve progress toward long-term objectives.
- Researching and identifying opportunities for project funding and developing content for grant applications to contribute to the development of the project.

### Project communications:

- Supporting the creation (i.e., design, writing, editing) of project communication and outreach materials
- Supporting project communications plans and content development for online newsletters, website, social media, and print materials.

## QUALIFICATIONS

- Post-secondary education in Environmental Studies, Engineering, Climate Change Science, Sustainability Planning, Construction and the Environment, Urban Planning, Architectural Science or a

related discipline, with three or more years of related professional experience in project management or stakeholder engagement.

- Working knowledge of high-performance buildings, prefabrication, mass timber and a local government building approval process.
- Excellent organizational, time-management, communication (oral, written and public speaking) and problem-solving skills.
- Excellent project management, planning and coordination skills.
- Demonstrated initiative and self-starting qualities. Ability to work independently and within a team, establish priorities, meet deadlines and work on several different initiatives concurrently.
- Excellent interpersonal and conflict-resolution skills.
- Ability to establish relationships and work cooperatively with a variety of stakeholders while exercising mature judgment, initiative, diplomacy and tact.
- Ability to work in an environment where issues are diverse and complex. Knowledge of and commitment to best practices for safe, inclusive, inter-cultural and equitable communication and engagement processes.
- Proficiency in standard office applications (e.g., Word, PowerPoint, Excel). Bonus if you have experience with graphic design platforms (e.g., Adobe Suite, Canva), website (e.g., AEM, HTML, CSS and SEO), event management tools (e.g., Eventbrite, Mailchimp, SurveyMonkey).
- Ability to occasionally work outside of regular business hours and workdays to coordinate and attend special events at various locations, as required.
- Interest in urban climate action and in advancing livability, sustainability and affordability.

## OTHER DETAILS

**Location:** SFU Harbour Centre, 515 West Hastings Street, Vancouver; hybrid work arrangements available

**Employment period:** 1 year, with the possibility of renewal

**Pay and hours:** \$65,000-\$75,000 per year; 35 hours/week

**Other benefits:** 4 weeks paid vacation annually, extended health and dental, professional development

- Applicants with qualifications to work in Canada will be given priority.
- SFU Morris J. Wosk Centre for Dialogue is an equal opportunity employer. We are committed to creating an equitable environment for all employees. We strongly encourage applications from qualified people of all gender expressions and identities, sexual orientations, visible minorities, Indigenous persons and persons with disabilities. Should you require accommodations throughout the application process, please be in touch.

## TO APPLY

- Submit a cover letter, resume to [leanne\\_sawatzky@sfu.ca](mailto:leanne_sawatzky@sfu.ca) by 11:59 pm Pacific Time on Sunday, May 28, 2023.
- In the cover letter, be sure to explain how you meet the required qualifications, particularly in areas that are not explicitly addressed in your resume.
- Ensure your application is attached as a single .pdf file using the text “Lastname\_Firstname\_MTPF\_Coord” for the file name.
- Cite the job title of the position you are applying for in the email subject line.
- No phone or email enquiries, please.