EMPLOYMENT OPPORTUNITY
Engagement and Evaluation Coordinator

Start date: Monday, November 7, 2016
End date: Friday, April 28, 2017
Salary: $19.00 - 20.50 per hour, commensurate with experience
Hours: Full-time, 35 hours per week
Location: SFU Vancouver (Harbour Centre campus), 3rd Floor, 515 West Hastings St., Vancouver
Closing Date: Thursday, October 27, 2016 – midnight (12:00 am) PT

Applicant must be an SFU student or recently graduated alumni. This position is open to SFU co-op students.

Applicants should submit their package (with all material attached in one PDF file) via email with name and position in the subject line, attention to:
Janet Webber, Executive Director, SFU Public Square public_square@sfu.ca

Please include:
1. Cover letter
2. Resume
3. Written response (200 word max.) to the following question: What are the benefits of successful community engagement?

We thank all applicants, but only those invited for interviews will be contacted.

About SFU Public Square:
SFU Public Square a signature program to advance the university’s community engagement strategy. Its aim is to be the “go-to” convener for serious and productive dialogues on important public issues, working to diffuse polarization and promote community building and democratic development.

About the Community Summit:
Each year, SFU Public Square produces a Community Summit, a multi-modal, intense week of events and activities that showcases the university’s commitment to engagement on an issue of public concern. The Community Summit works with myriad community partners and sponsors and engages students, staff, faculty, alumni and the public to produce 8 to 16 events over a week-long period. SFU Public Square also works with media outlets to amplify the key messages of the Community Summit and to raise the profile of SFU as an ‘engaged university’.

Position Description:
As the Engagement and Evaluation Coordinator, you will be a key supportive member and will work closely with others on the SFU Public Square team to deliver SFU Public Square activity and events, including the 2017 Community Summit focused on the theme of Canada and the World. You will report to the Executive Director and Community Summit Project Manager. You will work with the Executive Director and Community Summit Project Manager to design innovative and inclusive community engagement activities. You will work coordinate and oversee program evaluations for the organization,
including developing KPI’s, determining metrics and evaluation methodologies for all program events and activities, will implement evaluations, conduct analysis, and generate compelling reports on program activity and evaluations. This is a dynamic work environment and the position requires flexibility, the ability to think on your feet and manage multiple responsibilities. Candidate must enjoy working with people, be solution focused, and have a keen interest in and knowledge of community engagement, dialogue and democratic development. Candidate must possess the ability to work independently and collaboratively, and be committed to maintaining good working relationships with the rest of the project team, partners, suppliers, and volunteers. Candidates must have the ability and desire to work in a dynamic and ambiguous learning environment.

**Role and Responsibilities:**

- In consultation with the Executive Director and Project Manager, liaise with stakeholders and partners to produce relevant programming;
- Drawing from community engagement best practices, design and implement engaging, effective, inclusive, and comprehensive engagement strategies and programming;
- Establish engagement objectives, strategies and tactics that align with SFU Public Square and partner’s objectives;
- Utilize project management techniques to plan project life cycles which includes preparing proposals, developing a project’s critical path and work-plan, and contributing to costing and budgeting processes;
- Work with other key staff in ensuring event operations, logistics and onsite execution are coordinated;
- Develop and oversee community engagement activity both online and in-person;
- Lead the development of program evaluation, including developing KPIs, metrics, analysis and reporting methodology;
- Deliver and analyze evaluation for SFU Public Square and its activity inclusive of the annual Community Summit and respective of internal and external audiences;
- Assist in the planning and management of reporting schedules;
- Prepare and maintain documentation for external and ad hoc reports including final evaluation reports for the SFU Community Summit and the annual program;
- Capture and update contact information of key stakeholders in the SFU Public Square database (in accordance with the BC Privacy Act);
- Liaise regularly with Executive Director and Project Manager on work planning and submission of reports;
- Attend weekly staff meetings; provide updates and reports on events and evaluation;
- Ability to work evenings and weekends and travel within the lower mainland in support of SFU Public Square activity as required.

**Qualifications**

- SFU student or alumni;
- Effective interpersonal, and excellent oral and written communication abilities with diverse groups and individuals in English, additional language(s) considered an asset;
- Previous experience researching and designing engagement processes, including outreach, promotion, and event planning and coordinating;
- Experience designing and conducting multidisciplinary research and evaluation, including quantitative and qualitative data collection and analysis using tools and methodologies used in the fields of evaluation and research;
- Experience synthesizing and presenting results of evaluation and research projects to a variety of audiences in multiple formats (e.g., senior and program management, partners, stakeholders, and academic and non-academic audiences);
- Creative and strategic thinker with proven judgement, analytical, and networking abilities;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) is essential;
- Excellent leadership, organizational, strategic planning, and time management skills;
- Ability to act in a professional manner, meet deadlines and juggle multiple projects at one time in a fast-paced work environment;
- Strong sense of team and supportive of a workplace that values collaboration and a “learning culture”;
- Ability to work in an environment where priorities change frequently;
- Detail oriented with a healthy work ethic;
- Previous experience working in open office environments;
- Ability to work evenings and weekends and travel in support of SFU Public Square activity as required.