Job Opportunity

Programs Manager

The Canadian Mountain Network (CMN) is recruiting a full-time Programs Manager who will work at the day-to-day direction of the Network’s Managing Director and be hired through the University of Calgary. This position is responsible for planning, delivery, and evaluation of CMN’s Training Program and Knowledge Mobilization Program in support of its strategic plan, as well as co-leading the operations of the Research Program with a focus on research development.

Although the provisions of CMN’s funding only allow for an annually renewable contract, this position is budgeted through to March 31, 2024.

Compensation will include salary commensurate with skills and experience within the University of Calgary’s Professional Career Band Level 3 ($72,300 to $108,400), as well as a competitive health, dental and spending account plan.

This position will be based at the Network’s office in Canmore, AB and will require regular travel to its office in Edmonton, AB, as well as additional semi-monthly travel to locations across Canada.

Applications must be submitted online via the University of Calgary HR portal and will be accepted until March 13, 2020. Please note that although the position is described as “Programs Coordinator” for UCalgary purposes, the role will be described publicly by CMN as “Programs Manager”.

We would like to thank all applicants in advance for submitting their resumes, however, only those candidates chosen to continue on through the selection process will be contacted.

The full position description and additional information on CMN can be found below.

Programs Manager

Summary of Key Responsibilities

- Contribute to CMN operational and performance planning and implementation to ensure budget requirements and other inputs are clear and appropriate and are linked to deliverables
• Contribution to the development of Annual Operational Plans with respect to the Research, Training and Knowledge Mobilization programs

• Maintain contacts within the CMN contacts database

• Plan and administer training initiatives, directly or through partnerships and/or contracts

• Plan and administer knowledge mobilization initiatives, directly or through partnerships and/or contracts, which may include:
  o Custom products (e.g., synthesis products/assessment, reports, case studies, policy briefs, infographics, workshops, op-eds) in support of CMN's research projects or a group of related projects
  o Sponsorships of conferences, workshops and other events and initiatives
  o Coordination of the Network's three-day Annual Meeting that brings together its governance, researchers and students
  o Coordination of communications and grants for community events related to the United Nations' International Mountain Day (December 11th)
  o Coordination of a strategic partnership with the Royal Canadian Geographical Society, publisher of Canadian Geographic magazine
  o Coordination of supports for mountain municipalities, including Mitacs research internship/fellowship placements and support for the Mountain and Resort Town Planners Summit

• Supporting the design and delivery of calls for proposals (e.g. application packages, evaluation criteria, etc) and recruit researchers/teams to apply for network calls for proposals or participate in other research initiatives led by the Network or its partners

• Establish positive collaborative working relationships with researchers, trainees, the University of Alberta as CMN’s Host Institution, knowledge users, and other network partners to help deliver CMN’s strategic plan

• Support the development of Communities of Practice within the Network dedicated to specific areas of interest to researchers, students and knowledge users and support them to coordinate their regular (i.e., annual, semi-annual) meetings

• Full managerial accountability for a full-time Programs Assistant by establishing work plan, monitoring daily work, providing evaluation, etc.
Qualifications / Requirements

- 5 years of experience developing or supporting university-based research and/or training and/or knowledge mobilization programs
- Demonstrates a high-level of organization and time management skills
- Demonstrated project management ability
- Excellent communication skills, both written and verbal, with an ability to communicate with a wide range of stakeholders and work interculturally
- Demonstrated financial management, analysis and reporting skills
- Must be customer service oriented
- Facilitation, negotiation and problem-solving skills, and the ability to handle challenging employee and student situations involving human resources, financial or other situations
- Must be able to work with periods of intense activity related to the academic calendar and timing of network events, as well as manage tight deadlines and prioritize tasks
- Ability to make responsible decisions, maintain confidentiality, work well independently and as part of a team
- Experience with the Microsoft Office suite

Asset Qualifications

- Graduate degree with tri-agency funded research experience
- Experience working in interdisciplinary academic teams/contexts and with multiple ways of knowing, including and especially with Indigenous knowledge systems and Indigenous research approaches and methodologies
- Knowledge of administrative structures, policies and procedures within a university environment
- Knowledge of Indigenous governance and experience working in partnership with Indigenous communities on projects or programs
- Experience with fundraising and the development of grant applications and other funding proposals
About CMN

The Canadian Mountain Network (CMN) supports the resilience and health of Canada’s mountain peoples and places through research partnerships based on Indigenous and Western ways of knowing that inform decision-making and action. Established in early 2019 and hosted by the University of Alberta, CMN is the country’s first formal research organization dedicated to advancing our understanding of mountain systems, which provide diverse and important benefits to Canadians living both near and far from these distinctive and iconic landscapes.

The Network’s activities, outlined in its Strategic Plan, are primarily supported by an $18.3MM, five-year grant from the Government of Canada’s Networks of Centres of Excellence (NCE) program. This program funds the development of national-scale, challenge-oriented, and partnership-based research networks.

CMN’s research agenda is primarily delivered by grants to research teams across Canada based in both universities and Indigenous organizations. The Network’s research is complemented by strategies and programs for training, knowledge mobilization, and networking and partnerships.

To learn more about CMN, visit: http://canadianmountainnetwork.ca/