

POSITION SUMMARY
QUEEN'S UNIVERSITY – CASUAL CONTRACT

POSITION TITLE:	McDonald Institute Experience Ventures Coordinator (Casual)
DEPARTMENT:	Physics (Arthur B. McDonald Canadian Particle Astrophysics Research Institute)
POSITION:	Casual, short-term
HOURLY RATE:	\$30.00/hour
HOURS:	Flexible, averaging 35 hours per week
DATE POSTED:	Nov 8, 2021
CLOSING DATE:	Until Filled

JOB SUMMARY:

The McDonald Institute Experience Ventures Coordinator (the Coordinator) will work with staff and students to support a unique event aimed at preparing undergraduate students for future challenges. Based at Queen's University, the [McDonald Institute \(MI\)](#) aims at elevating Canada's international position in astroparticle physics through the recruitment and training of people, as well as community outreach. The Institute has partnered with the Faculty of Arts and Science (Queen's) to deliver the [Experience Ventures](#) program through a hackathon-like experience involving 35 undergraduate students in February and March 2022.

Reporting to the Business Development Officer (External Relations), the Coordinator will be responsible for supporting the facilitation, delivery, and post-event documentation of this unique event. The incumbent will assist the Business Development Officer and the Knowledge Mobilization Specialist (hereafter the "MI Experience Ventures Team") with operational objectives for the Experience Ventures program.

This position is short-term casual (up to 16 weeks, ending no later than end of March 2022) and will require the incumbent to work remotely and work occasional evenings and weekends, according to the program's needs (i.e., most intensive will be for 10 days in February 2022 when the event is delivered to students). The Coordinator will also be required to keep accurate event documentation and produce a final written report outlining the successes and lessons learned, as well as reporting deliverables for the Experience Ventures Program.

KEY RESPONSIBILITIES:

- Supports the MI Experience Ventures Team with planning, preparation, and operation of the McDonald Institute Experience Ventures event for highlight qualified personnel (HQP)

specifically engaged with the McDonald Institute. This position will include preparation work performed during scheduled work hours, as well as occasionally on evenings and weekends most intensively during the 10-day event.

- Coordinate Experience Ventures logistics, including liaising with (Un)hackathon mentors, knowledge holders, HQP, and MI administrative staff; book online meetings and event spaces, track HQP participation and progress during the event, assess effectiveness of events, and make recommendations for improvements.
- Assist in the design, formatting and production of advertisements, communications, promotional and marketing material within strict Experience Ventures branding guidelines.
- Prepare and distribute invitations and any other materials required to participants; monitors and responds to RSVPs or HQP inquiries; liaises with faculty, staff, students, mentors, volunteers, and McDonald Institute staff.
- Prepares, sends, and collects post-event surveys.
- Provides on-site execution and online event support.
- Assists in establishing and monitoring event budgets, timelines, and other aspects of the event project, ensuring that events are delivered on time, within budget and with a high degree of guest satisfaction. Works effectively with FAS/external Experience Ventures contacts to reach optimum event solutions and services.
- Provides support to the MI Experience Ventures Team in delivering event-driven activities.
- Supports the MI Experience Ventures Team in preparation, editing and distribution of Experience Ventures communications, including:
 - Communications for Events (development, coordination of event communications and marketing/branding of various events).
 - Produce written content for various publications, digital communications, and other materials.
 - Act as a point-of-contact for the McDonald Institute's Experience Ventures event registrations, including accommodations and EDII considerations for greater inclusion.
 - Use of community engagement platforms to promote activities and priorities of the McDonald Institute's Experience Ventures program.
 - Monitoring of community engagement platforms for compliance with community standards, legal requirements, and internal operating standards.
 - Written content promoting key events, activities, and success stories to support new initiatives and to advance the reputation of the McDonald Institute.
 - Preparation and publication/distribution of funding announcements and success stories.
- Carries out special projects related to Experience Ventures, as required.

REQUIRED QUALIFICATIONS:

- Undergraduate degree or college diploma in a communication-practices driven discipline (e.g., communications, journalism, marketing, business administration, event management, etc.).
- Minimum of two years' experience in organization and delivery of events, projects or other initiatives involving groups of more than 40 people.
- Demonstrated experience in writing publications, quality editorial, advertorial, public relations, or marketing copy.
- Knowledge of standard university and research-facility administrative practices for safety, confidentiality, and financial accountability. Familiarity with academic workflows and the nature of demands placed on faculty, graduate students, research assistants and fellows engaged in research.
- Knowledge of best practices for communicating with public audiences (e.g., Canadian Press Stylebook, CP Caps and Spelling, etc.).
- Proficiency with word-processing software and task-management tools.
- High proficiency with hosting and managing online meetings and events for maximizing HQP engagement.
- Familiarity with web and digital media tools and their use to enable an organizational project.
- Consideration may be given to an equivalent combination of education and relevant experience.
- A keen interest, if not experience, in applying principles of equity, diversity, inclusion and Indigenization to projects and the working environment.

SPECIAL SKILLS:

- Ability to plan multi-step projects involving teams of 5 or more people.
- Excellent interpersonal and communication skills, both verbal and written to interact with a wide variety of people professionally and effectively with diverse backgrounds and at many different levels both internal and external to the Institute.
- Excellent computer skills including proficiency with Word, Excel and PowerPoint and the ability to readily learn new applications.
- Proficiency with communications tools including, but not limited to content management systems for web publishing and social media tools.
- High level of tact, discretion, and good judgement. Ability to respond to sensitive and/or controversial situations with professionalism and sound judgment and use discretion when handling confidential information.
- Excellent time management and organizational skills to manage and coordinate strategic events.
- Demonstrated ability to work effectively in a fast-paced environment, coordinating multiple tasks, while meeting deadlines and maintaining accuracy.

DECISION MAKING:

- Decides when to refer emerging issues to the Business Development Officer.
- Makes recommendations on the planning and execution of events in consultation with the MI Experience Ventures Team.
- Monitors and mitigates risks in planning and execution of events in consultation with the Business Development Officer.

To apply, please send your cover letter and resume to admin@mcdonaldinstitute.ca with the subject line “EV Coordinator Position” as soon as possible.