

## **Canadian Poverty Institute**

Position: Project Coordinator  
Hours: 15 hours per week  
Term: Limited Term (15 months)



### **Project Description**

A researcher is required to provide project coordination and research support to the Canadian Poverty Institute in fulfillment of its mandate of contributing to the healing of poverty in Canada through teaching, research and practice. This includes a commitment to producing relevant research reports and briefs, facilitating access to information and resources, and supporting collaborative networks.

### **Position Summary**

This position will coordinate a multi-stakeholder initiative aimed at reducing energy poverty among low-income tenant households in Calgary. Specifically, the Project Coordinator will be responsible for the following:

1. Coordinating a multi-stakeholder energy poverty initiative, responsible for all aspects of project delivery including managing partnerships, project monitoring and reporting, ensuring achievement of contracted deliverables.
2. Coordinating and facilitating quarterly meetings of the Energy Poverty Roundtable and managing communication among Roundtable members.
3. Monitoring and reporting on the latest research and best practices related to energy poverty, as appropriate.

### **Qualifications**

#### **Education:**

- A university degree in a relevant discipline.

#### **Skills and Experience:**

- Demonstrated project management and coordination experience.
- Strong group facilitation skills.
- Solid understanding of poverty and the literature on poverty in Canada.
- Experience in energy / energy efficiency and an understanding of the issue of energy poverty would be an asset.
- Experience working with persons with a lived experience of poverty.
- Strong written and verbal communication skills.
- Basic research knowledge and ability.
- Microsoft Office suite including Word and Excel.
- Ability to work in a team setting.
- Demonstrated ability to work independently.
- Comfortable working in a faith-based setting.

## **Reporting Relationships**

Reports to:            This position reports to the Director of the Canadian Poverty Institute.

## **Applications**

To apply, please send a cover letter and resume to [povertyinstitute@ambrose.edu](mailto:povertyinstitute@ambrose.edu) on or before Friday September 9<sup>th</sup>.

The Canadian Poverty Institute is an inter-disciplinary institute within Ambrose University.

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