

HRC Knowledge Communications Coordinator (12-month term position)

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

The Knowledge Communications Coordinator plans, develops and manages the promotion and dissemination of the research carried out by funded projects which fall under the umbrella of the Housing Research Collaborative, conducted by university researchers, academic, public, private, and community partners across Canada. The coordinator acts as a liaison between outlets of knowledge dissemination, and the university and partners. As part of this role, the coordinator is responsible for analyzing researcher and partner needs, and aids in the communication of findings so that information may be quickly and easily accessible to broader members of the public.

Organizational Status

The Housing Research Collaborative (HRC) brings together researchers and practitioners from across Canada. The goal of HRC is to produce innovative research that supports policy decision-making at all levels of government, including for the National Housing Strategy. It also works to prioritize addressing inequalities in the housing system that marginalize equity deserving groups such as those who are lower income residents, renters, Indigenous people, immigrants, racial minorities, or women. To achieve this, the HRC is investigating patterns and solutions relating to the financialization of housing and responsible land use practices.

The Knowledge Communications Coordinator reports directly to the HRC-BSH Research Project Manager and the HRC Communications Manager.

Work Preformed:

Internal Coordination

- Responsible for knowledge communication of HRC projects, participate in organizational meetings;
- Chair some meetings and do the necessary follow-ups for the realization of communication projects;
- Coordinate HRC meetings for researchers and partners to discuss research findings and communication needs to bring research forward;
- Create and update a list of tasks relating to the promotion of current projects and events of HRC, and distribute those tasks among team members;
- Recommend tools or processes to facilitate and standardize the work of the communications team

External Coordination

- Coordinate and manage consultants and volunteers who can aid in the dissemination of knowledge through public speaking, improvement of the HRC website, research summaries and infographics, and/or other activities as identified;
- Identify potential collaborations between HRC and external organizations that can spread knowledge developed by the HRC;
- Collaborate with external partners to implement knowledge mobilization and communication strategies;

- Attend events organized by HRC and develop their implementation;
- Coordinate media opportunities for researchers and project partners;
- Develop communications strategy and key messaging for events and report releases

Digital Communications

- Ensure publications use clear language and be able to review work to ensure it is free of spelling and grammar errors;
- Preparation and implementation of email marketing campaigns to disseminate research findings and engagement opportunities for HRC contacts;
- Management of email marketing and contact list for the HRC;
- Use of Adobe Illustrator or InDesign to prepare posters, infographics, and presentations that communicate research findings of the HRC;
- Managing all websites under HRC purview website (<http://housingresearch.ubc.ca>) in coordination with the HRC-BSH Research Project Manager and the HRC Communications Manager
- Produce content for the different platforms digital networks which fall under HRC purview (Twitter, Facebook, Instagram, Tik Tok, newsletters, website, blog);
- Prepare infographics or posters to communicate complex information.
- Ensure the translation of widely distributed English material to French

Consequences of Error/Judgement

The Knowledge Communications Coordinator is responsible for ensuring that their work meets academic standards and the standards of the HRC. They must be able to exercise judgement in identifying the key messages and audiences that need to be communicated with. Error in judgement may lead to reputational damages.

Supervision Received

This position is supervised by the HRC-BSH Research Project Manager and the HRC Communications Manager.

Supervision Given

The Knowledge Communications Coordinator will not provide direct supervision to students or other members of the Node.

Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum four years of related experience, or the equivalent combination of education and experience.

Willingness to respect diverse perspectives, including perspectives in conflict with one's own. Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

Writing and interpersonal communication skills

Experience with software editing and design (for example: InDesign, Illustrator, Envoke).