

Project Coordinator, HRC + HART – Job Ad

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 Housing Research Collaborative (HRC) is a cross-sectoral community of housing providers and housing research professionals housed. Its goal is to further understanding of housing issues and contribute to policy development on comprehensive strategies to meet the need for affordable housing across the spectrum from the homeless to middle-income households. The Housing Assessment Resource Tools (HART) project is developing standardized ways to measure and address housing need, in order to improve balanced supply of housing. HART comprises a housing need assessment tool that measures housing need by income group, in order to generate maximum housing costs (e.g. rents) and an assessment tool helps governments identify well-located land and buildings that can be used to meet housing need.

The Project Coordinator, HRC + HART is responsible for coordinating research strategies for a group within the Peter A. Allard School of Law concerned with applied affordable housing research. Under the direction of the Associate Director of HRC + HART, the Project Coordinator, HRC + HART will support with project execution, administration, and research.

Organizational Status

The Project Coordinator, HRC + HART reports directly to the Associate Director, HRC + HART.

Work Performed

- Develops, implements and maintains a comprehensive manual and record of all HRC + HART teams standard operating procedures
- Onboards new team members; trains staff on all operating procedures and ensures staff are adherent with procedures
- Establishes and consistently refines a robust project management framework to effectively capture and organize pertinent timelines and deliverables across all ongoing projects within HRC & HART.
- Monitors the progress of each project's timeline and deliverables, ensuring adherence to planned schedules, while promptly identifying and communicating any deviations or delays to the Associate Director.
- Maintains oversight of project timelines and deliverable deadlines, proactively identifying potential bottlenecks or obstacles and implementing necessary adjustments to ensure successful project execution.
- Ensures that project partners and clients are invoiced at appropriate times
- Tracks and allocates all project expenses against a variety of accounts and ensures that overall spending does not exceed project budgets
- Works with the Associate Director and the team leaders in the strategic planning process
- Contributes to future grant applications; participates in research meetings, alternating focus between various projects
- Identifies and provides support for resolution of problems, or barriers to carrying out successful research projects/changes initiatives for completion in collaboration with the Associate Director

- Supports communication and outreach efforts as needed
- Coordinates the implementation of research projects, setting up Project Management framework for each new project, and ensuring it captures all relevant timelines and deliverables
- Assists in the implementation of recruitment strategies for research projects
- Supports all aspects of the HRC & HART project administration, as needed
- Troubleshoots and problem solves for projects, as necessary
- Performs other related duties and tasks as assigned and required

Consequence of Error/Judgement

The principal investigator/team leader will review work periodically. Errors would have serious consequences, and accuracy is of utmost importance. Errors could involve: inappropriate selection of participants for studies, participants leaving studies, loss of project support because of delay.

Supervision Received

The work schedule is somewhat flexible, to be agreed upon with the Associate Director. Following orientation, the Project Coordinator, HRC + HART will be responsible for the duties above, and will work autonomously as a member of a high functioning team, consulting with the Associate Director, as needed.

Supervision Given

After orientation, the Project Coordinator, HRC + HART will be responsible for providing the Associate Director with reports as requested, and will work autonomously to achieve goals, which have been collaboratively set. The Project Coordinator, HRC + HART consult with the other members of the team, and the Associate Director as the need arises. The Coordinator will provide occasional supervision, when needed, for other team members regarding administrative matters.

Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or an 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

- Academic, non-profit or government experience in the affordable housing sector preferred.
- Experience with preparation and implementation of project management plans.
- Experience developing and tracking project budgets.
- Ability to work independently and within a team environment.
- Superior oral and written communication, organization, interpersonal and supervisory skills.
- Experience in building professional networks and communities of interest.
- Ability to organize learning events and workshops.
- Experience with project management of website development, and basic website administration skills (WordPress).
- Ability to communicate effectively verbally and in writing.
- Organizational development skills, including understanding of governance structures, administrative requirements, and strategic planning.
- Strong administrative skills necessary to support an effective organization.

- Experience with fund development and grant proposal development.
- Ability to effectively use basic computer applications at an advanced level (e.g., Outlook, MS Word, MS Excel).