



# Biodiversity Project Coordinator

## SEEDS Sustainability Program, Community Development, Campus + Community Planning

**Desired Start Date:** May 16th, 2016

**End Date:** April 21, 2017

**Wage:** \$19.84

**Work Hours:** May 16<sup>th</sup> 2016– Aug 26<sup>th</sup> 2016 (20 hours/week); Aug 29<sup>th</sup> 2016 – April 21<sup>st</sup> 2017 (15 hours/week), Total 780 hours

### Application Deadline

Please submit via [UBC Careers Online](#) by April 24, 2016.

### Job Description

The UBC Social, Ecological, Economic, Development Studies ( SEEDS) Sustainability Program advances UBC's commitment to explore and exemplify sustainability in campus operations by managing and supporting partnerships between staff, faculty and students on accredited projects that integrate campus Operations and Academia. This Program supports UBC's Place and Promise goal to explore and exemplify sustainability. Since 2001, SEEDS projects have been integrated into over 180 courses, resulting in over 1100 innovative and high impact project reports published [online](#), and over 6000 student, faculty and staff participants. A key program goal is to support campus staff in developing strategies for achieving the University's environmental and social sustainability goals in fifteen thematic areas: climate, energy, water, waste, land, food, transportation, procurement, materials, community, health, wellbeing, green buildings, biodiversity and finance.

This role will support the SEEDS Sustainability Program continued success in enhancing the sustainability of the UBC campus. Working primarily in project coordination, the successful candidate will play a key role in coordinating a new cross campus project "Building Biodiversity: A Campus Resource for Teaching, Learning and Doing". In close collaboration with the Faculty of Science, SEEDS applied and successfully received a Teaching and Learning Enhancement Fund (TLEF) for this new project. The project involves collaboration with the Faculty of Forestry, School of Community and Regional Planning (SCARP), Faculty of Science (Botany, Zoology), School of Architecture and Landscape Architecture (SALA), Faculty of Land and Food Systems, UBC Botanical Garden and Centre for Plant Research, Beaty Biodiversity Museum, UBC Building Operations, Planning and Design, and Sustainability and Engineering within Campus + Community Planning.

At UBC, there are various groups working on biodiversity-related research. These projects often stand alone and are not widely known amongst campus stakeholders – an opportunity that has been missed by researchers, students and practitioners alike. The goal of this "Biodiversity Project" is to co-create an open access, online resource that will help integrate campus-specific biodiversity research across different faculties and disciplines and apply the findings to inform campus as a living lab projects. Students will collaborate with operational staff to design and develop projects suitable for the campus community and related to their discipline. Partnering with operational units on campus provides an opportunity to conduct research using relevant data, which will produce tangible benefits to both staff and students. This research will be well-documented and communicated to the wider community via the online resource, providing a baseline overview of campus biodiversity.

The core job responsibilities for this position are:



- To coordinate the development and implementation of the Biodiversity Project

Specific duties include:

- Facilitate a campus-based Biodiversity Steering Committee made up of faculty and staff
- Coordinate the development and implementation of the Biodiversity Project, including developing a project plan, and establishing and monitoring project actions
- Coordinate partnerships and relationships with affiliated campus operational and faculty stakeholders
- Support the development of a needs assessment including a baseline of campus biodiversity projects and best practices at analogous institutions
- Identify suitable academic courses and work with faculty and staff to integrate research project proposals into courses
- Create clearly defined biodiversity research project proposals
- Establish a Technical Advising Group to create a biodiversity web resource strategy
- Organize and plan a semester-end presentation or mini conference to showcase projects
- Provide communication support for project outcomes as needed
- Write progress reports as needed to fulfill TLEF reporting requirements and support subsequent TLEF application
- Work closely with the Biodiversity Academic Assistant and Web Coordinator
- Provide the Manager, SEEDS Program with other Biodiversity Project support as needed

### **Faculty/VP**

Community Development, Campus + Community Planning  
VP External Relations and Communications

### **Qualifications**

Required skills:

- Current student enrolled in a Masters or PhD Program and graduated with an undergraduate degree.
- Familiarity with a broad range of biodiversity research areas, and field of study involves at least one area from forestry, botany, ecology, zoology, environmental sciences, environmental education, resource management, food systems, or planning.
- Very strong written and oral communication skills
- Systems thinker who is able to think strategically.
- A passion and commitment to social, ecological and economic sustainability, environmental issues and social justice
- Ability to work independently, and manage time effectively.
- Experience working with meeting facilitation and multi-stakeholder relations.
- Demonstrated ability to multitask, prioritize, work effectively and meet deadlines.
- Experience with performing secondary research and interdisciplinary work.
- Excellent computer skills (word processing, email, database management, spreadsheets)
- Experience or interest with project coordination including project planning, initiation, monitoring, communication, and follow up.
- Knowledge of web resources and open access resources is an asset

The successful candidate will work with the Manager of Social, Economic, Ecological Studies (SEEDS) Sustainability Program, in Community Development, Campus + Community Planning who will train and orient the candidate to this role, while providing ongoing feedback and mentorship through regular meetings. Regular (typically weekly) update meetings are generally suggested, to update progress, address any questions, or provide feedback. At the beginning of the term,



performance and learning objectives will be compiled by the student and supervisor, who will also conduct an end-of-term performance review.

The level of complexity will vary from task to task. Project coordination requires an ability to apply a high attention to detail, organization, creative and strategic thinking. Standard office based tasks will also be performed. The position will require working with a wide range of Operational staff, course professors, researchers, undergraduate and graduate students from various faculties, schools, and Operational units.

**UBC Department**

Campus and Community Planning – Community Development

**Preferred Degrees/Disciplines**

Planning, Science/Ecology, Forestry, Landscape Architecture, Land and Food Systems, Education

**Required Documents to be submitted with resumé via [UBC Careers Online](#)**

Cover Letter, Professional Writing Sample (one page max)