



Temporary Employment Opportunity Dialogue and Public Engagement Coordinator

- Start date:** ASAP
- End date:** December 15, 2017 (negotiable)
- Supervisor:** Robin Prest, Program Director, Civic Engage, SFU Centre for Dialogue
- Salary:** \$20-24 per hour
- Hours:** 35 hours/week. Episodic overtime, some work outside of regular office hours.
- Position Location:** SFU Vancouver (Harbour Centre campus), 3rd Floor, 515 West Hastings St., Vancouver
- Closing Date:** Open until filled, candidates interviewed on a rolling basis
- The Centre for Dialogue reserves the right to adjust application deadlines and negotiate the terms of employment to ensure that its immediate resourcing needs are filled.
- Applications:** Submit a cover letter and curriculum vitae with references via email to civic_engage@sfu.ca, stating "Application: Dialogue and Public Engagement Coordinator" in the subject line.

About Civic Engage

Civic Engage formalizes the commitment of Simon Fraser University's Centre for Dialogue to increase the capacity of governments and citizens to work collaboratively on policy decisions. The program leverages the Centre for Dialogue's status as a neutral facilitator and reputation as a globally-recognized centre for knowledge and practice in dialogue. Focus areas include capacity building, direct services, research, and public forums.

About Simon Fraser University's Centre for Dialogue

Simon Fraser University's Centre for Dialogue uses dialogue to generate non-partisan and constructive communication around difficult topics. We partner with government, business, and community groups to explore critical issues that impact the social, economic, environmental, and cultural well-being of our communities.

Level of Responsibility

The Dialogue and Public Engagement Coordinator is responsible for the delivery of specific tasks under active supervision, such as stakeholder outreach, research and authoring sections of documents. Work may include some supervision of project tasks for student volunteers.

Position Description

The Dialogue and Public Engagement Coordinator will help to implement participatory research projects with stakeholders and members of the public through the delivery and support of public engagement initiatives. The main focus will be on supporting five Regional Citizens' Dialogues and one National Citizens' Dialogue that the Centre is implementing in partnership with Natural Resources Canada (NRCan) as part of the Generation Energy public consultation. The dialogues will be deliberative in nature, resulting in high-quality citizen input into Canada's energy future, with a specific focus on the 2030-2050 timeframe for meeting Canada's 2050 greenhouse gas reduction targets while maintaining a healthy economy. The six Citizens' Dialogues will take place between September 8 and October 13, 2017 in Vancouver, Calgary, Toronto, Montreal, Halifax and Winnipeg.

In addition, the successful candidate will support other Centre for Dialogue program areas including servicing clients through the Centre's social enterprise, as well as supporting capacity building programming to fulfil the strategic mandate of Civic Engage.

The ideal candidate will possess excellent outreach and communications skills and have a strong attention to detail, with the ability to build strong relationships and manage logistics for complex events under high scrutiny and tight deadlines. Applicants should have a keen interest in public engagement and dialogue, including the ability to maintain neutrality and engage across diverse world views.

Anticipated responsibilities include the following:

- Performing participant outreach and communications in highly professional manner for events on potentially controversial policy issues, including cold calls;
- Coordinating event logistics, including helping to arrange and track more than \$150,000 worth of participant travel logistics, handling participant registration, and arranging audio-visual equipment and catering;
- Creating event materials, including participant information packages, surveys, work sheets and other materials supporting dialogue facilitation;
- Providing research assistance, such as research to support the development of dialogue information materials;
- Administering event data collection and online surveys;
- Analyzing dialogue outputs for inclusion in research/dialogue reports;
- Drafting dialogue materials, communications and reports for a public audience;

- Assisting with other Centre for Dialogue programming areas, as required.

Required skills and experience:

- Bachelor's degree or equivalent (flexible for upper division SFU students);
- Exposure to concepts in dialogue, public engagement, or relevant subject areas;
- Ability to network and build relationships with a high degree of professionalism;
- Ability to work independently, meet deadlines and juggle multiple priorities;
- Attention to detail and ability to accurately track and analyze quantitative and qualitative information, including finances related to dialogue logistics;
- Familiarity with standard office and communications technologies;
- Effective written and verbal English communication skills for diverse audiences;
- Ability to travel and availability to work overtime, evening and weekends, as required.

Desirable skills and experience:

- One year relevant professional work experience;
- Fluency in French;
- Graphic and web design skills;
- Proven knowledge of business and economics, especially in the energy and resource sector;
- Experience facilitating groups;
- Demonstrated knowledge of good practices for inter-cultural engagement;
- Experience engaging groups not traditionally served by public engagement;
- Current SFU student or recent graduate

The person hired through this position will be considered an employee of Civic Engage, and will not be an employee of Simon Fraser University.

Civic Engage is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified individuals including women, members of visible minorities, Aboriginal persons and persons with disabilities. All qualified candidates are encouraged to apply, although Canadians and Permanent Residents will be given priority.