



University
of Victoria

Job title	Project and Promotions Coordinator
Reports to	Project and Communications Manager
Start date	As soon as possible
End date	March 31, 2019, with opportunity for a new contract <i>(Note: CanAssist staff are UVic grant-funded employees who are engaged through annual contracts that are reviewed at the end of each fiscal year.)</i>
Closing date	4 p.m., Friday, July 27, 2018
Salary range	\$40,000 to \$60,000 per year, depending on experience

What is CanAssist?

CanAssist is a university-based organization dedicated to developing and delivering technologies, programs and services that improve the quality of life of those who face physical, cognitive and mental health barriers. More information on CanAssist can be found at www.canassist.ca.

Position Description

Reporting to the Project and Communications Manager, the Project and Promotions Coordinator will have three main activities within their portfolio:

1. Assisting with the development and coordination of the Ability411 website (see description below);
2. Helping update and maintain the CanAssist website and social media channels; and
3. Representing CanAssist at conferences and other networking events.

Duties and Responsibilities

1. Assisting with the development and coordination of the Ability411 website

Ability411 is a new website and service developed and operated by CanAssist that is expected to launch in 2018. Ability411 will answer questions from the public and provide practical information about technologies, tools and equipment that increase independence and well-being for BC seniors, and support their families and care teams.

The Project and Promotions Coordinator will work with the Project Manager to research, answer and track questions posed by the public through the new Ability411 website.

- Specific activities will include, but are not limited to:
 - researching existing technologies on the Internet and other sources;
 - composing written answers to questions;
 - working with health-sector professionals, when necessary, in developing answers;
 - updating and posting content to the Ability411 website; and
 - assisting the CanAssist team with other projects, as assigned

2. Helping update and maintain the CanAssist website and social media channels

Community engagement is one of CanAssist's main program areas. CanAssist uses its website and social media channels to keep the public and UVic campus informed about its programs and activities.

The Project and Promotions Coordinator will be a very strong writer who helps ensure that the website and social media channels are engaging and up-to-date.

- Specific activities will include, but are not limited to:
 - writing and adding content to CanAssist's website and social media channels

3. Representing CanAssist at conferences and networking events

CanAssist works closely with various government and community partners and is invited to several conferences, community events and other networking opportunities throughout the year.

The Project and Promotions Coordinator will be responsible for attending relevant conferences and events in order to promote CanAssist's technologies and services.

- Specific activities will include, but are not limited to:
 - occasionally travelling to conference venues or event locations;
 - setting up and dismantling conference display systems and technologies;
 - networking with partners, stakeholders and members of the community;
 - helping to lead tours of CanAssist; and
 - representing CanAssist in a professional and responsible manner.

Qualifications

The ideal candidate has a Bachelor's degree, as well as a minimum of two years' work experience. This role requires superb writing and research skills, excellent judgement, attention to detail, critical thinking, accuracy and understanding of the importance of privacy

and confidentiality. The right candidate must be comfortable with Microsoft Office Suite (including, Word, PowerPoint and Excel), hold a valid driver's license, and be willing to travel occasionally. While the role involves working well with the CanAssist team at UVic, the candidate must also be a self-starter and be able to work effectively on his or her own.

This role would be especially suitable for someone who is enthusiastic, enjoys networking and has experience working with a wide range of stakeholders, including people who face physical, cognitive and mental health barriers.

Submission Requirements and Contact Details

Please submit, in PDF format, a cover letter, resume and contact information for three references to Bridget Carrell, Operations Manager, by **4:00 p.m., Friday, July 27, 2018**. Applications may be submitted by email attachment (canassistops@uvic.ca) or by fax (250-721-7299). Only those candidates selected for interviews will be contacted.

Please note that candidates who are contacted will be asked to complete a short written test following their interview.

Approved by:	<i>Anne Tolson, Project and Communications Manager</i>
Date approved:	<i>July 17, 2018</i>
Reviewed:	