

CITY OF HAMILTON

CITY MANAGER'S OFFICE (DIGITAL & INNOVATION OFFICE - LOCATION – 58 JACKSON ST. W.)

CityLAB PROJECT COORDINATOR

SUMMARY OF DUTIES

Reporting to the Project Manager, CityLAB, the CityLAB Project Coordinator will be an integral part of the CityLAB program with a focus on supporting and building partnerships, as well as ensuring the implementation and tracking of projects. The incumbent will work closely with staff across all City departments, faculty members, and students at Hamilton's three post-secondary institutions to deliver projects of mutual benefit.

CityLAB is a partnership between the City of Hamilton, McMaster University, Mohawk College, and Redeemer University that brings together student, academic, and civic leaders to co-create a better Hamilton for all. Now in its fourth year, CityLAB is transitioning from a pilot project to an operational state and this position will take a key leadership role in expanding existing programming and ensuring consistently high-quality project results.

GENERAL DUTIES

Lead the project development process for CityLAB that capitalizes on available opportunities for faculty and staff that address the City's strategic priorities.

Develop and track project opportunities within a social innovation lab including building and managing relationships and an ongoing project opportunity database; facilitate project development workshops with City staff, faculty and other stakeholders and track success.

Responsible for directly supporting 60-80% of the projects.

Participate in project meetings, developing, editing and following up on action items to bring concepts from idea to reality.

Facilitate long term project matches for the mutual benefit of the City and schools.

Measure impact and ensure implementation of projects.

Act as an ambassador for CityLAB: design and deliver presentations to groups of students, faculty and City staff about CityLAB; co-present project opportunities to students and faculty with City staff; regularly communicate CityLAB activities using a variety of communication channels including social media. Coordinate effective communication with elected officials, staff, faculty, students, and community stakeholders regarding CityLAB projects and outcomes.

Work within a developing program; both independently, showing good judgement and initiative, and as part of a team. Effective organizational skills with a proven ability to provide top quality results with short notice in an ever changing environment.

Contribute to the communications needs of the program by co-developing content for social media, website updates, and monthly newsletters.

Advise the program's communications ensuring that all materials are created to a high professional standard, by providing direction for intern coordinator role.

Coordinate the program's general operations including space and office management. Ensure Communications and Events Assistant has resources necessary to take bookings and prepare the physical space (when in-person events return).

Provide guidance to interns,, co-op and other volunteer, part time or temporary staff as required.

Perform other duties as assigned that are directly related to the responsibilities of this position, including attending events and meetings outside of regular business hours.

QUALIFICATIONS

1. Degree or diploma in related discipline including public policy, public administration, urban studies or social sciences, with a focus in social innovation, innovation labs or urban sustainability.
2. Previous project coordination experience and ability to work with tight deadlines and competing priorities.
3. A demonstrated ability to work within a developing program; both independently, showing good judgement and initiative, and as part of a team. Effective organizational skills with a proven ability to provide top quality results with short notice in an ever-changing environment.
4. Proven superior communication skills, verbally, written, and visual forms ensuring the message is clear. Must have experience in writing both detailed reports and summaries for a wide variety of audiences. Must have excellent presentation and public speaking skills across diverse audiences.
5. Experience in a computerized environment. Proficiency in Word, Excel, Microsoft Outlook, and PowerPoint.
6. Experience in creating and editing wide variety of documents and presentations. Familiar with use of social media and web page design an asset.
7. Ability to balance a number of projects simultaneously and to meet deadlines is essential.
8. Demonstrated leadership, collaboration and negotiation skills required to work with professionals, academic partners, and students to develop and implement innovative projects to address the City's strategic priorities.
9. Priority will be given to previous experience related to CityLAB and/or other municipal and post-secondary partnerships.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
