

Community Engagement Coordinator Life Sciences Innovation Hub

The Life Sciences Innovation Hub (LSI Hub) at the University of Calgary is a one-of-a-kind facility located within University Research Park. The LSI Hub will offer access to space (office, wet and dry labs, prototype maker space), entrepreneurial and business development programming, mentorship, and technical expertise for research-intensive startups and developing companies.

The 127,000 square-foot facility will be operated by Innovate Calgary on behalf of the University of Calgary and its partners. This new initiative has created a number of exciting employment opportunities for talented individuals in the areas of Life Sciences and Engineering laboratory management, building and facilities management, startup support and office support.

We offer the successful candidate competitive salary and benefits and the chance to grow with a dynamic group of highly educated and motivated professionals working in what we believe to be, a business of the future.

We are currently accepting applications for the following position:

COMMUNITY ENGAGEMENT COORDINATOR

As a member of the Innovate Calgary team, the Community Engagement Coordinator will coordinate key activities to bring together Calgary's life science innovation community through events and communications. Reporting to the Associate Director, Marketing & Communications, this position will facilitate the communication, interaction and information exchange within the life sciences community including initiating contacts with potential members, stakeholders, private companies, researchers, service providers, and industry.

KEY ACCOUNTABILITIES:

- Serve as an ambassador of Innovate Calgary's vision and mission in the innovation ecosystem;
- Lead role in the development, implementation and evaluation of monthly community engagement events; including planning, resource identification, budget management, event promotion, event implementation and evaluation reporting;
- Develop and implement communication tools that will keep the LSI Hub community informed, aware and able to connect with its members;
- Build and maintain professional relationships with the LSI Hub community;
- Develop content, write and distribute the LSI Hub newsletter;
- Assist with keeping website content up to date;
- Assist as a member of the Marketing & Communications team contributing to the implementation of the LSI Hub strategic plan;
- Assist with social media initiatives including identifying and posting content.

PERSONAL CHARACTERISTICS:

- Strong interpersonal skills and drive to work collaboratively;
- Excellent oral, written, and analytical skills;
- Willingness to work a work schedule that occasionally encompasses evening and weekend work responsibilities;
- Proactive relationship management skills with a commitment to complete projects in a timely manner;
- Strong time management skills and ability to prioritize competing deadlines;
- Entrepreneurial outlook together with the ability to work in an evolving environment with multiple stakeholders;
- Comfort in the unfamiliar and a willingness to explore work assignments areas outside of comfort zone;
- Demonstrable ability to learn new or adapt existing skills quickly.

REQUIRED SKILLS/QUALIFICATIONS:

- Minimum 3 years of experience in marketing, communications, event planning or community engagement;
- An undergraduate degree, diploma or certificate in communications, marketing or event management;
- Strong understanding of event planning developed through positive related work experience;
- Demonstrated experience managing numerous concurrent tasks while maintaining a client service focus;
- Knowledge and skill in the use of social media platforms;
- Knowledge and skill in the use of website content management systems;
- Ability to problem solve and work independently in a changing and deadline driven environment
- Exceptional organizational and planning skills;
- Excellent oral and written communication skills;
- Meticulous attention to detail;
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint);
- General experience with Adobe applications (Acrobat, Photoshop, Illustrator, InDesign).

PREFERRED QUALIFICATIONS:

- Experience in the knowledge transfer sector;
- Branding and/or marketing experience in supporting businesses;
- Memberships in IABC, CPRS.

Please direct expressions of interest and qualifications to hr@innovatecalgary.com.

We thank all applicants for their interest, however, only those persons for whom we need further information, or who are being considered for an interview will be contacted.

Position will remain open until a successful applicant is selected.