**JOB TITLE:** NURS2 - Voices in Motion Choir

**DEPARTMENT NAME:** NURS

**CONTACT NAME:** Debra Sheets, Ph.D., MSN, RN

**JOB DESCRIPTION:** Project Coordinator for Voices in Motion (ViM) Choir

Voices in Motion (ViM) (uvic.ca/voices) is an intergenerational choir program for people with dementia and their family caregivers that was started as a research project. The research has ended and the impact was significant so we are developing a non-profit to help other communities across BC start similar programs.

Project coordinator activities will include:
- Developing agendas and taking minutes at project team meetings
- Overseeing implementation of knowledge mobilization activities
- Assist choir director with selected administrative tasks
- Participating in writing reports to meet grant requirements
- Assisting project staff with community partnership work as needed

**QUALIFICATIONS:**
- Have administrative experience.
- Able to work independently and within a team environment to carry out project work.
- Demonstrates a commitment to research and scholarship.
- Interest in developing knowledge mobilization skills

**REQUISITE SKILLS INCLUDE:**
- Excellent written and oral communication skills
- Strong analytical, problem-solving and research skills with attention to detail
- Strong interpersonal skills; reliable and professional
- Ability to manage and prioritize tasks effectively
- Excellent computer skills, willingness to learn WordPress
- Able to manage multiple responsibilities and tasks effectively

**JOB LOCATION ON-CAMPUS:** School of Nursing

**WORK STUDY WAGE:** $14.50/hour (includes 4% vacation pay)

**DEPARTMENT TOP UP:** $ 4.00

**HOURS AVAILABLE:** 250

Applicants must be eligible for Work Study Program
For details go to:  http://www.uvic.ca/registrar/safa/work-study/index.php
HOW TO APPLY:

Send cover letter, resume and contact information for two references via email: dsheets@uvic.ca Include “ViM Project Coordinator Job Posting” in subject line