

Project/Event Coordinator, Canadian Alcohol Policy Evaluation (CAPE) Project

We are inviting applicants to apply for the position of Project/Event Coordinator to support the [Canadian Alcohol Policy Evaluation \(CAPE\) Project](http://alcoholpolicy.cisur.ca). (website: alcoholpolicy.cisur.ca)

We are looking for someone who is organized and detail-oriented, interested in making connections with a range of different stakeholders across Canada, and interested in alcohol and substance-use policy.

Project Description

The Canadian Alcohol Policy Evaluation (CAPE), which has a track record of strengthening Canada's response to alcohol-related harm, is an ongoing project that systematically evaluates the degree of implementation of provincial, territorial, and federal alcohol policies under 11 evidence-based alcohol policy domains. The current iteration (CAPE 3.0) is in process, with results being released in 2023. A national alcohol policy [community of practice](#) has also been launched.

Job Description

The Project/Event Coordinator will work closely with various members of the team to plan, manage and evaluate stakeholder meetings, seminars, events and other activities, both in-person and online.

The duties and responsibilities include:

- Plan, coordinate and administer online meetings and other events with representatives from identified stakeholder groups across Canada.
- Develop, distribute, and collect project and event evaluation surveys and administer payment of participation stipends where appropriate.
- Identify and liaise with alcohol-policy stakeholder groups from provincial, territorial, and federal jurisdictions, with focus on sectors such as finance, alcohol retail/regulation, and Francophone groups.
- Liaise with Persons with Lived/Living Experience (PWLLE) organizations and/or individuals interested in/affected by alcohol policy (dependent on candidate's training and experience; training can be provided).
- Identify Indigenous organizations and/or individuals interested in/affected by alcohol policy and help build strategies to foster connections (dependent on candidate's training and experience; training can be provided).
- Coordinate CAPE 3.0 results webinar launch and subsequent customized in-person and online CAPE results presentations.
- Work collaboratively with the research team to ensure that project objectives and timelines are met.
- Complete CAPE administrative support and promotion duties as required including assistance with grant applications and reporting requirements.
- Be able to work within a team environment, with a diverse range of research stakeholders.

- Have familiarity with principles of health equity, harm reduction, and social justice.
- Be interest in learning about alcohol policy.
- Have availability for some travel within Canada, circumstances allowing.

Skills and Qualifications

- Excellent administrative, time management and organizational skills.
- Outstanding written and verbal communication skills. Experience with professional writing a plus.
- Proficient in Microsoft Office (Excel, Outlook, Word, PowerPoint).
- Experience with webinar platforms such as Zoom and MS Teams.
- Understanding of social media and other tools used to send invitations, newsletters and promote events.
- Experience with stakeholder engagement.
- Experience with SurveyMonkey and event feedback tools and strategies a plus.
- Experience with Adobe Creative Cloud (Photoshop, Premier Pro), Canva, or other digital creation tools a plus.
- A combination of relevant education and experience will be considered.
- Ability to read, write and speak French an asset, but not required.

Salary and Hours

This position is located in Victoria, BC, at the [Canadian Institute for Substance Use Research](#), a research centre at the [University of Victoria](#). Candidates from outside of Victoria will be considered as remote work arrangements are supported, but candidates must be eligible to work in Canada.

There is potential to hire for more than one position depending on candidates' experience and availability, with both full-time (35 hours per week) or part-time (~17.5 hours per week) options available. Ideally at least one candidate would be located be in Victoria and open to a hybrid in-office/remote work model.

This is a grant-funded 10-month position to March 31, 2023 with the possibility of an extension depending on ongoing funding. Hourly salary ranges from \$26 - \$32/hour based on experience and education. The position is available immediately.

Application Process

Interested applicants should forward their resume and a covering letter to Kate Vallance, Project Manager vallance@uvic.ca by May 20, 2022. Note: some interviews may take place before posting closing date.

Only those selected for interviews will be contacted. Thank you for your interest!

Conflict of Interest Statement

In accordance with CISUR's guiding principles of ensuring independent research activities to further promotion of public health, protection from vested interests is essential.

Therefore, those who are representatives of, paid by, affiliated with, or have within the past five years received research funding from the following industries: alcohol, pharmaceutical, gambling, cannabis, or tobacco industries or their foundations, lobby groups, trade associations, or third-party social aspects/public relations organizations 'SAPROs' are NOT eligible for this position.

Equity and Diversity Statement

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of [groups experiencing barriers to equity](#).

Read UVic's full equity statement here: www.uvic.ca/equitystatement.

