

Program Coordinator — Municipal Consortium (two-year contract)

The Program Coordinator — Municipal Consortium will support and be accountable to the [Manager of Operations](#) to develop and manage CWN's [Canadian Municipal Water Consortium](#) (CMWC), which connects those across Canada involved in managing, regulating or supporting management of municipal water, wastewater and stormwater supplies to leading knowledge for solutions.

Responsibilities

The Program Coordinator — Municipal Consortium will provide direct design and logistical support to the Manager of Operations for CWN's CMWC Program.

This support role will focus on the development and execution of the evolving [CWN Research Consortia](#), including coordinating research projects from developing proposal calls to project reporting, review, evaluation and wrap-up. The position will also support the research knowledge management, translation and mobilization functions of the organization through consortium meeting and workshop support, support of research product development and provision of content for CWN's website.

Tasks

- Coordinate the development and management of calls for research proposals
- Coordinate the advertisement of all calls for proposals or contract solicitations, including engaging project reviewers and managing review processes as specified by the Manager of Operations
- Coordinate meetings of the CWN Research Management Committee, Consortia Management Committees, Advisory Committees, Expert Review Panels and other consortia meetings; assist in development of meeting agendas, and take and distribute minutes of meetings
- Track, summarize and provide regular updates on relevant activities, research and developments of direct interest to consortium participants in areas of municipal systems management as defined by the consortium management
- Act as key point of access for partner, client and researcher communications to ensure that requests and requirements are handled, assessed and addressed in support of consortia and core program development activities
- Conduct background research and support data and information analysis to directly support the Manager of Operations in the assessment and design of organizational opportunities and options for consortia operational structures, including regularly tracking and scanning relevant activities and research within the topic area covered by the consortium
- Coordinate and support the development of CWN project and program evaluations
- Ensure that research project participants and consortia partners are aware of reporting and financial deadlines and remind them of completion dates as they approach; provide reasonable assistance to help deadlines be met
- Act as SharePoint administrator for consortia SharePoint sites, where applicable
- Collect and ensure that up-to-date information on consortia and core program activities is posted on CWN's website and appropriate consortia SharePoint sites
- Ensure that the Communications Manager is provided with information required to incorporate consortia and core program research into CWN communications programs
- Assist the Knowledge Mobilization team in the development of products and reports synthesizing research outcomes and impact
- Ensure finalization and execution of all consortia-related contracts and memoranda of understanding in consultation with the Manager of Operations

- Provide logistical and onsite support for consortia-related meetings, workshops and network initiatives, as required
- Other duties as assigned

Skilled knowledge demonstrated

Required

- Experience and/or education in the management of municipal water/wastewater/storm water and drinking water source protection
- Experience in research coordination, management and communication
- Ability to work independently and complete tasks professionally
- Ability to schedule and coordinate multiple projects
- Ability to assist the facilitation of workshops
- Ability to efficiently scan for, collect and summarize information on identified topics or organizations
- Ability to prepare effective presentations
- Ability to effectively work and communicate with senior researchers and executives in different sectors
- Ability to work with volunteers to ensure best outcomes for all

Preferred

- Ability to speak and write French

Apply for the Program Coordinator — Municipal Consortium position

Please send a cover letter and résumé by e-mail attachment to [Gail Meyer](#), CWN Office Administrator, **no later than Friday, February 24, 2012 at 4:30 p.m. EST**, clearly indicating that you are applying for this coordinator position.

Incomplete applications will not be considered.

CWN thanks all applicants for their interest in Program Coordinator — Municipal Consortium position, but only those invited for an interview will be contacted.