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Content Development and User Engagement Coordinator

PCIC is seeking to hire a Content Development and User Engagement Coordinator

Pacific Climate Impacts Consortium (PCIC)

PCIC is a regional climate service centre at the University of Victoria that provides practical information on the physical impacts of climate variability and change that helps our users develop and implement climate adaptation plans. Through collaboration with climate researchers and regional stakeholders, PCIC produces knowledge and tools in support of long-term planning.

Job Description

You will assist the Regional Climate Impacts team in the development of practical information on the physical impacts of climate change for climate service users. Reporting to the User Engagement and Training Specialist, you will be responsible for assisting in the development of relevant regional summary reports, and online content, including case studies or other narrative tools, as well as assessing user needs and testing content with users and delivering some training.

For this position we are seeking a qualified applicant with relevant experience through a combination of work and education in the following areas; education, communications, community development, public health or a related field of study AND climate change, or related environmental science.

Accountabilities

- Researching and writing content for summary reports, regional projections reports and online resources, such as climatedata.ca
- Collaborating with a variety of knowledge holders and experts on content and tool development
- Coordinate and deliver training sessions (with the support of the user engagement team)
- Assessing user needs (e.g. surveys) to inform content development
- Developing and maintaining a database of users for outreach

Knowledge & Experience, Skills & Abilities

Knowledge & Experience

This position requires a minimum of a Bachelor's Degree or equivalent combination of education, work experience and lived experience in areas related to the position and 2 years of relevant experience.

- 2 years of relevant experience in one of the following areas, with education or related experience in the other being an asset:
 1. Education, communications, community development, public health, or a related field of study AND
 2. Climate change, or related environmental science field

- Demonstrated experience in successfully delivering presentations on complex topics
- Understanding of climate change and its impacts
- Experience working in municipal government or with civil engineering an asset
- Knowledge translation and mobilization experience an asset

Skills

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent problem-solving, innovation and creative thinking skills
- Planning, organizing, facilitation skills

Abilities

- Ability to communicate technical concepts to people with different expertise
- Ability to understand and interpret statistical analysis an asset
- Ability to work effectively and communicate with teams over distance
- Ability to interact professionally, respectfully and in culturally appropriate ways with a variety of disciplines and user groups

Other Information:

- This is a full-time (35 working hours per week) term position to March 31, 2028, that is funded through an agreement the Environment and Climate Change Canada Canadian Centre for Climate Services.
- Pay rate: Commensurate with education and experience.
- Start date: As soon as possible.

Address enquiries to Kari Tyler at climate@uvic.ca

Application:

Your application may be sent to Kari Tyler at climate@uvic.ca, with “**ATTN: Content Development and User Engagement Coordinator**” in the subject line.

Please include the following in your application:

- A cover letter clearly stating your relevant knowledge, experience, skills and abilities. Please also indicate in your cover letter whether you are **currently** legally able to work in Canada.
- A resume or CV.
- The names and contact information of three professional references.

Review of applicants will start immediately and continue until a candidate is found.