

Employment Opportunity

Research Coordinator

Supervisor: Executive Director, or designate
Date revised: March 2023

Applications can be submitted via email to research@churchillscience.ca. Please quote job title in cover letter or subject line.

Position opened until filled.

Job Title: Research Coordinator

Job Description

This position is field and laboratory oriented. The **Research Coordinator** assists with CNSC in-house research, provides logistic or field support to visiting researchers, maintains equipment inventories and biological collections, and collects data under contract to Centre clients. This position also assists the **Program Coordinator** with the delivery of general education and science programming.

The **Research Coordinator** supports the logistic needs of CNSC research clients, coordinates credit course logistics and support, manages contract research request, coordinates scientific participation in the instruction of general interest courses, and organizes the communication of current science issues to the general public through special projects such as the *Current Research Lecture, Tidal Walk, and Ecology walks*. **Research Coordinator** works with the **Research Technician(s)** to operate the daily logistical and technical science function at the Centre. The **Research Coordinator** is assisted by CNSC research technicians, research assistants and occasional volunteers. This position may assist **Research Technician(s)** with in-house research projects and the **Program Coordinator** with the delivery of general education and youth programming.

Job Responsibilities

1. Research Management
 - a. Plans and organizes field and technical logistics for visiting researchers and in-house research initiatives and contract research (e.g., research applications, assignment of lab space, equipment, and gun rental requests).
 - b. Provides guidance and recommendations to the **Executive Director** and/or designate on successes, issues, and deficiencies related to the scientific capacity of the CNSC.
 - c. Reviews and approves researcher applications.
 - d. Promotes the responsible conduct of research in the Churchill region through regular updates to the Guidelines for Researchers at the CNSC document.
 - e. Ensures safety guidelines are communicated to researchers for field and lab work (e.g., firearms handling expectations, polar bear safety recommendations).
 - f. Makes available pertinent scientific and logistic information to prospective researchers.
 - g. Works with the **Field Station Coordinator** to allocate accommodations, meals, vehicle, and equipment rentals for research clients.
 - h. Works with the **Research Technician(s)** to manage and coordinate contract research activities.
2. Field Work
 - a. Leads or provides assistance in the field to both CNSC in-house and contract research projects as well as visiting researchers, where required.
 - b. Collects data for contracted research projects in a variety of outdoor environments such as monitoring phenological changes in tundra plants, beluga focal follows in the Hudson Bay, or insect trap monitoring in the boreal forest.
3. Education and Outreach



churchillnorthernstudiescentre

The Churchill Northern Studies Centre (CNSC) is an independent, non-profit research & education facility, located 23 km outside of Churchill, MB. The CNSC facilitates scientific research and provides educational programming on the natural sciences and the environment. Successful candidates will benefit from the wide range of skills and experiences gained by working at an active research facility.

- a. Assisting **Field Station Coordinator** to contact and/or schedule credit courses facilitated by the CNSC.
 - b. Organizes delivery of youth credit science education programs (e.g., high school science credit courses) with assistance from Research Technicians.
 - c. Assists the **Program Coordinator** with the scientific participation in CNSC non-credit learning vacation courses.
 - d. Coordinates science outreach information for social media content, website, newsletter, and media requests with **Program Coordinator** and/or designate.
4. Administrative and Supervisory
- a. Administers the Northern Research Fund grant program on behalf of the Research and Education Committee of the CNSC Board.
 - b. Reviews and verifies financial statements related to budget lines under the control of the Science Department (e.g., contract research, lab supplies).
 - c. Participates in hiring, training, scheduling, and supervision of research staff as directed by the **Executive Director** and/or designate (e.g., Seasonal Research Technician, Research Assistants, and research volunteers).
 - d. Ensures the Science Department follows best practices for field and laboratory safety, including providing new staff with training relevant to their work environment and duties and ensuring a culture of safety is maintained at all times. Ensures safety orientation is provided to on site researchers.
 - e. Maintains inventory of laboratory supplies (including chemicals, glassware, and other equipment).
 - f. Coordinate with the **Sustainability Coordinator** to collect and submit required drinking water samples and other drinking water maintenance tasks.
5. Sustainability
- a) Assist, when necessary, in designated sustainability tasks such as compost and Rocket Greens.

Job Requirements

The Research Coordinator must be:

- a) a team player willing to work on a flexible schedule, for the betterment of the Centre.
- b) in excellent physical condition and prepared to work in demanding physical environments characterized by wide ranges of temperatures, long hours of intense sunlight, severe insect pests, and the risk of polar bear and other wildlife encounters.
- c) meticulous in keeping field notes and records.
- d) adept at planning and executing multiple and complex projects (e.g., multiple research teams, field courses, volunteer field teams).
- e) comfortable communicating to, and working with, both small and large groups.
- f) capable of absorbing large amounts of natural history information in a short period of time.
- g) prepared to work closely with management to maintain a unified, public profile consistent with organizational mandate and future goals.

Minimum Qualifications

- a) Completion of a B.Sc. degree in an applicable science field (biology, chemistry, geography, environmental science) or a college program focusing on natural history (i.e., biology, wildlife management, geography, environmental studies) with at least 2 years of experience in the field
- b) Experience with the demanding physical and logistic challenges of northern field work and managing technicians
- c) Experience with computers and common software packages (word processors, spreadsheets, graphics packages, GIS)
- d) Experience in specimen identification (plants, vertebrates, or invertebrates)
- e) Willing to live in Churchill, a relatively small, remote, and culturally diverse northern community
- f) Superior written and verbal communication skills
- g) Operation of off-road vehicle experience and a valid Firearms Possession and Acquisition License would be a definite asset.

Preference will be given to applicants who reside in Churchill and surrounding communities and to Indigenous applicants.