

Senior Program Manager - Abundant Intelligences Research Program

Application deadline: July 28 ,2023

Start date: ASAP. Contract is for 1 year, with the possibility of renewal up to 6 years.

Salary: \$100-110k range

Hours per week: 40 hours/week

Position title: Senior Program Manager

Immediate supervisor: Nominated Principal Investigator (NPI) Prof. Jason Lewis

Location: Concordia University, Montreal, QC, Canada

Research program

Abundant Intelligences is an ambitious, large-scale six-year research program exploring how to integrate Indigenous Knowledges and Artificial Intelligence systems. It is conducted by an international research team, co- directed by Prof. Lewis at the Indigenous Futures Research Centre at Concordia University, Montreal, and Prof. Hemi Whaanga at Massey University in New Zealand. The research team currently consists of 48 co-investigators and collaborators at 13 universities/research institutes and 8 community-based organizations in Canada, the United States, and New Zealand.

Job description

This position provides management and coordination for a multi-year partnership program researching how to integrate Indigenous Knowledges and Artificial Intelligences. The successful candidate will be tasked with supporting the long-term success of the program by overseeing the operation of the grant and coordinating with Indigenous community and institutional Partners and team members, and facilitating community-engaged research excellence across three countries. They will be responsible for the overall management and coordination of the program of research including coordinating multiple research sites, as well as organizing various workshops and events. They will act as the overall liaison between the program and internal Concordia Administrative units.

Supervision received

Position works with wide latitude under the direction of the PI and co-directors.

Supervision exercised

Supervises Finance Manager, Technical Manager, Research Partnership Manager, and Coordinator (North), and may add one or two positions in the future.

Responsibilities will include

- Work with NPI and co-director to set strategies for achieving the priorities and goals for the research program;
- Work with NPI and co-director to establish governance structures, as specified in the grant applications and further determined by the Steering Committee;

- Work closely and communicate regularly with more than 47 research team members based at various universities and partner Indigenous communities in Canada, the US and New Zealand;
- Exercise professional judgment and initiative in the overall coordination and management of inter-related program projects;
- Applicant must have the ability to organize and plan events, including yearly meetings and community gatherings, workshops and symposia;
- Act as a centralized point of contact between the NPI, co-director, Partners, research staff & students, community-based researchers, collaborators, and funders;
- Facilitate the research review process and fulfill reporting requirements with funders;
- Hire, supervise, evaluate, and identify training needs for staff, including collaborating with Concordia units equity, diversity and inclusivity training and cultural competency training;
- Manage overall day-to-day coordination of research program operations and ensure records are maintained in an orderly and accessible manner;
- Ensure effective project communications and knowledge translation activities;
- Facilitate project strategic planning activities including managing project timelines, tracking deliverables and managing budgets;
- Coordinate ethics approvals at various organizational levels;
- Provide analysis and advice as to NPI and co-director;
- Perform other duties in support of the unit.

Qualifications/skills required

- Master's Degree in a discipline relevant to organizational administration, or minimum 5 years of related direct managerial experience in office and/or research lab management. PhD and research experience in a relevant domain an asset
- Demonstrated ability to prioritize work and meet deadlines.
- Strong administrative, interpersonal and organizational skills.
- Relatively autonomous, organized professional with accuracy and attention to details and strong communication skills
- Exceptional communication and interpersonal skills, including ability to communicate clearly and effectively in-person, by phone and video conference; leading meeting coordination; managing high-level communication among the project research team and partners; using tact, diplomacy, sensitivity and flexibility in dealing with research teams and Indigenous community organizations and members.
- Experience in working on international collaborations an asset.
- Experience in managing organizational finances including budgeting and managing research grant accounts
- Experience in managing all staff and HR components such as defining staffing needs and managing recruitment

- Experience in managing small to medium sized teams.
- Experience working with Indigenous communities and organizations a strong asset.
- High level of data fluency. Familiarity with OCAP and CARE principles a strong asset.
- Excellent spoken and written English. Facility with French or an Indigenous language an asset.
- Experience in building out smaller initiatives or start-ups an asset
- This position is based in Montreal.

Testing required

The English language skills of qualified candidates may be tested.

How To Apply

Please send your CV and cover letter to ceyda.yolgormez@concordia.ca. We will begin reviewing applications on July 28th, 2023, and will take applications until the position is filled.

Employment Equity

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.