

Position: Project Coordinator – Research Associate

CONTACT: Dr. Gary Stern – Email: Gary.Stern@umanitoba.ca

QUALIFICATIONS & SALARY (Salary range from \$45,000-\$50,000 plus benefits for 3 to 4 years):

- ❖ **Superior writing, organizational, and communications skills.**
- ❖ **MSc in science related field (Arctic and contaminant related experience would be very beneficial but not absolutely necessary)**
- ❖ **Salary commensurate with experience (Demonstrated hard and soft skills, level of education, work history, and relevant work experience will be evaluated.)**

DUTIES DESCRIPTION:

Arctic Net & IRIS (TBA)

- Lead ArcticNet IRIS research in the western and central Canadian Arctic
- Perform technical editing of ArcticNet reports
- Collaborate with other IRIS coordinators to deliver a summary of program deliverables by year end
- Meet annually with other ArcticNet members to present research findings and IRIS updates
- Meet and consult with northern stakeholders for the purpose of ArcticNet IRIS research, consultation, and collaboration
- Create and maintain ArcticNet research project records within the Polar Data Catalogue
- Inventory and archive sample collections from previous field seasons

GENICE (Microbial Genomics for Oil Spill Preparedness in Canada's Arctic Marine Environment)

- Assist with bi-annual science reporting deliverables with Gary Stern and David Barber's GENICE personnel
- Conduct Team meetings to establish research progress, reporting requirements, new information and identify issues for problem-solving
- Coordinate team teleconferences and webinars for remote team meetings and knowledge dissemination
- Organize end-user meetings and prepare summary reports
- Participate in workshops and conferences for knowledge dissemination; create and deliver presentations
- Assist GENICE financial coordinator as needed
- Report to GENICE Project Manager
- Prepare summary of yearly GENICE activities for annual CEOS reports

NCP (Northern Contaminants Program)

- Co-lead and manage Fort Good Hope (NWT) burbot health monitoring project, including writing proposals, reports and data management for the Polar Data Catalogue
- Coordinate the shipment and collection of burbot from Fort Good Hope (FGH), Northwest Territories
- Measure, weigh, and sub-sample burbot for muscle, liver and otoliths
- Compile and analyze open access environmental data along with burbot contaminant concentrations and biological data
- Coordinate otolith aging with biological sciences
- Consult with northern stakeholders (e.g. FGH RRC, SRRB) on knowledge interpretation and reporting on a regular basis
- Coordinate an in-person visit to Fort Good Hope, NWT, to provide outreach and capacity building
- Update relevant metadata record in the Polar Data Catalogue

MPRI (Multi-partner Oil Spill Research Initiative: Baseline monitoring of hydrocarbon contaminants and microbial genomics along the Kivalliq transportation corridor)

- Assist - science reporting deliverables
- Conduct Team meetings to establish research progress, reporting requirements, new information and identify issues for problem-solving
- Coordinate team teleconferences and webinars for remote team meetings and knowledge dissemination
- Organize end-user meetings and prepare summary reports
- Participate in workshops and conferences for knowledge dissemination; create and deliver presentations
- Prepare summary of yearly MPRI activities for required reports
- Participate in field preparations

NGMP (Nunavut General Monitoring Program)

- Assist in proposal writing and preparing yearly progress reports to the NGMP Secretariat
- Update relevant metadata record(s) in the Polar Data Catalogue.

OTHER

- Assist with laboratory sample archiving (e.g. freeze-drying) and upkeep of freezer inventories
- Provide direct supervision for summer studentships
- Provide coordination of field sample storage
- Assist in writing new funding proposals
- Group data management
- Coordinate group meetings and events as required
- Assist with field work and preparation

