Communications Coordinator, Food from Thought

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Professional and Managerial Group

Communications Coordinator, Food from Thought

Office of the Vice-President (Research)

Temporary full-time from February 1, 2018 to December 31, 2019

Hiring #: 2018-0010

Please read the Application Instructions [1] before applying

Food from Thought is the University of Guelph’s Canada First Research Excellence Fund (CFREF) initiative, a $76.7M, 7-year project. Aimed at catalyzing a new digital agricultural revolution, Food from Thought (Fft) will put the University of Guelph at the forefront of global agri-food research institutes. Comprising 10 lead investigators and approximately 40 other faculty members, the FfT team aims to create an innovative agri-food research platform that will draw together stakeholders from the community, government, municipalities, industry, agriculture, and engineering consulting firms, to advance research knowledge, expertise and technology relating to agri-food and big data technologies.

This award, while unprecedented at the University of Guelph as an opportunity to significantly enhance the research profile of the University, also carries with it the University’s responsibility for the effective execution of the projects deliverables and expectations.

Reporting to the Project Manager, Food from Thought, the Communications Coordinator is one member of a team responsible for coordinating communications for the Fft grant. Working closely with other communications personnel and project staff, responsibilities of the incumbent will include creating communications content that is aligned with the Fft Communications Strategy and strategic needs of the initiative, supporting the management of contracts with external consultants and freelance writers, planning and coordinating Fft events, coordinating media outreach and planning, and supporting Fft researchers in their communications needs. Responsibilities will also include:

- Coordinating internal and external communications;
- Coordinate messaging for various Food from Thought constituencies (faculty, staff, students, prospective students, donors, business and agricultural communities etc.);
- Working closely with staff in the University of Guelph Communications and Public Affairs office, Research Innovation Office and Arrell Food Institute on initiatives and activities aligned with, and/or supported by Food from Thought;
- Acting as one of two central media and information resources and coordinators for Food from Thought-related inquiries and requests; and,
- Establishing strong relationships with a number of external media organizations in the food, agriculture and business sectors, as well as with Communications and Public Affairs personnel at the University of Guelph in the planning and management of media-related activities and advertising.

The candidate will have a bachelor’s degree in communications, marketing, journalism, or related program. The ideal candidate will have two years of experience in a relevant field, with experience in agriculture and food sectors. Experience working in or with academic institutions is an asset.

Specific areas of expertise include:
• Experience in a university setting or in the public or private sector in a communications role.
• Experience in plain language writing and research communications would be an asset.
• Experience in editing, visual design, and production management.
• Extensive experience coordinating web platforms and social media accounts.
• Proficiency in Adobe InDesign and Photoshop.

Classification P02*

Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a [culture of inclusion][3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

Posting Date: 01 03 2018
Closing Date: 01 17 2018

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