



## Contract Job Position: Shift Lab Administrative Coordinator

The Edmonton Shift Lab is a social innovation lab convened by the Skills Society Action Lab and the Edmonton Community Foundation. It builds on the initial city-led research of EndPovertyEdmonton on the intersection of poverty and racism in Edmonton. Eliminating racism and discrimination in the city of Edmonton is a “game-changer” for EndPovertyEdmonton's community's effort to address and eliminate poverty, as racism has a deep impact on a number of domains relating to poverty including housing, healthcare, policing, education, service access, food security, human rights etc. Building on the work of many local initiatives, the diverse collective making up the Edmonton Shift Lab is stewarding an exploration to develop potential service, policy, system and community action prototypes that will help reduce racism as it contributes to poverty. We want to be bold and explore how to Shift ideas, attitudes, systems and solutions alongside community.

We are looking for a dynamic, creative, highly organized person to assist the Stewardship team with coordination, administration, and communication of the Shift Lab project. The Shift Lab is a dynamic, evolving project and your role with us will be fluid, depending on the needs at any particular moment.

### **Responsibilities**

- Coordinate Stewardship planning meetings, including creating agendas, taking notes, and organizing tasks;
- Assist managing Shift Lab's social media accounts, including Twitter and Instagram;
- Assist managing and developing communication copy for Shift Lab, including blog posts, flyers, brochures, etc;
- Monitor Shift Lab email accounts, including replying to email or flagging emails for response;
- Manage and maintain on-going task lists for Stewardship team
- Set personal goals and adapt to quickly changing environment and expectations
- Assist with planning and coordinating events, other meetings, workshops, and presentations
- Attend all meetings as required
- Coordinate and manage online archive of information
- Other duties as assigned

## **Skills**

- Highly organized, detail oriented with stellar time-management skills
- Able to function well in complexity and uncertainty
- Experience working with multidisciplinary, diverse teams
- Outstanding communications skills, both oral and written
- A slightly wacky sense of humour
- Self-motivated with excellent priority-setting skills
- Creative thinker
- Ability to address conflict and tension in a productive manner
- Excellent computer skills and experience with Google Docs; experience with design programs, coding, and/or spreadsheets is preferred but not required
- Knowledge of social innovation processes is preferred, but not required
- Post-secondary degree is preferred, but not required
- Access to a vehicle is preferred, but not required

## **Other information**

The successful applicant must supply their own laptop computer and be located in Edmonton, Alberta.

This is a part-time contract position for six months, with the possibility of renewal.

The expectation is the position will be an average of 20 hours a week. Time commitment will vary from week to week; daytime, evening, and weekend hours will be required.

Salary: \$22/hour

The Edmonton Shift Lab welcomes applications from everyone and particularly encourages people of colour, Indigenous people, people with disabilities, people across gender and sexuality spectrums, and people from other marginalized communities to apply.

To apply: send a copy of your resume and cover letter to: [info@edmontonshiftlab.ca](mailto:info@edmontonshiftlab.ca) by **April 3, 2018**.