

Civic Engagement in Guelph

Call for Applications: Project Manager

The Guelph Lab is calling for applications from graduate students with excellent qualitative research and project management skills.

In this position you will be undertaking a range of research activities working directly with community partners across a number of projects that aim to build civic literacy and improve democratic processes in Guelph.

The Project Manager designs and conducts research and works with the Guelph Lab facilitator to support small teams of residents, City of Guelph staff and community organizations as they develop new programs, policies and services.

Apply

Please submit 1) a cover letter (max 1 page) and 2) your resume or LinkedIn profile to Sam Laban. slaban@uoquelfh.ca

Deadline for submission: **10am, Wednesday, Feb 3rd, 2020**

Interviews of shortlisted applicants will be held remotely on Feb 4th and 8th.



About the Role

The Project Manager's responsibilities include: identifying research priorities, designing and conducting research, mobilizing research findings, preparing project briefs / plans, meeting with stakeholders and facilitating meetings.

A primary focus in this role will be the "Inclusive Boards and Committees" project. The City's Boards and Advisory Committees (Bs+Cs) "directly influence public policies and local government decision-making." Working with the City Clerk's Office, this project will explore the design of Bs+Cs, including decision-making processes and supports for participants and staff. During 2021, a group of residents, City staff and community organizations will identify and test out new ways that the City's 20 Bs+Cs can be more inclusive of diverse voices.

The project manager will also support other civic engagement projects as needed. For example, the "Road Safety, Civic Engagement and Equity in Guelph" project, which supports the City of Guelph's Community Road Safety Strategy and Traffic Calming policy, and the "Youth Advocacy and Civic Engagement" project, which is developing training and supports for young people in partnership with KidsAbility's Youth Advisory Council.

This position reports to the facilitator of the Guelph Lab. The role would regularly involve work on campus and/or in-person in Guelph but will be fulfilled remotely (off-campus) until the University resumes its regular operations.

Time commitment: minimum of 10hrs per week for 6months

Start date: Feb 10th, 2020

Finish date: July 7th, 2020

Rate: \$25 / hour

The Guelph Lab invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment.

About the Guelph Lab

The [Guelph Lab](#) is a joint initiative of The College of Social and Applied Human Sciences, University of Guelph and the City of Guelph. The purpose of the Lab is to address challenges that have direct impact and relevance to the community.

