



**University  
of Victoria**

**Vice-President  
Research**



**Climate Solutions Navigator: Research & Administrative Intern**

*Eight-month part-time term position (late September 2019 – May 2020)*

*26.08\$/hr (plus 4% vacation pay) for variable 8-18 hours a week (to a guaranteed min. of \$10,000)*

*Reports to Program Manager, Pacific Institute for Climate Solutions*

**Definition:**

This position is responsible for performing a wide range of administrative, research and project coordination duties in support of the 'Climate Solutions Navigator' initiative at the University of Victoria.

**Project overview:**

The 'Climate Solutions Navigator' will draw on a cross-campus working group (WG) responsible for developing and implementing an awareness and engagement plan for climate action opportunities at the University of Victoria (UVic). The Navigator project's goal is to develop and deliver ambitious short-term actions and long-term recommendations aimed at: i) increasing awareness of climate action opportunities and gaps at UVic, with a focus on climate solutions activity (mitigation and adaptation), ii) supporting the development of new research partnerships across faculties and with industry, public and civil society and iii) enhancing climate solutions leadership in research and solution implementation at UVic. The project and internship are funded by UVic's Strategic Impact Fund with additional support being provided by the Pacific Institute for Climate Initiatives (PICS) and Office of the Vice-President Research (OVPR)

**Typical duties and responsibilities:**

The project and administrative intern provides support to the Program Manager and Strategic Initiatives Manager in the PICS and OVPR offices respectively in implementing the Climate Solutions Navigator initiative. This will include the provision of supporting administrative and project coordination duties such as: assistance in the preparation of agendas and minutes, correspondence arising out of working group decisions; recording and transcribing minutes; conducting research and creating inventories (i.e., inventory of current UVic climate solutions research and programs); project communications including on the website, through social media and other communications outlets; logistical support to WG meetings; assistance in planning and implementation of climate action events (education, partnership development and engagement events); and support in information gathering and writing for project evaluation and reporting.

**Qualifications:**

The candidate will be highly motivated, creative, flexible and have experience in research, project coordination, community engagement, digital communications and event planning. Also required are a proven ability to work successfully with a wide range of stakeholders; ability to work both independently and in a team environment; as well as excellent judgment, oral and written communication, interpersonal, problem-solving and organizational skills. The candidate will have proficient knowledge and demonstrated interest in climate change issues and solutions, as well as community engagement approaches and methodologies. This position is open to any graduate student at UVic. Familiarity with the UVic campus and community is an asset.

**To Apply:**

Interested applicants are invited to submit their resume and cover letter in pdf to [picscareers@uvic.ca](mailto:picscareers@uvic.ca) as soon as possible (to be considered for early review) and before the end of **September 8<sup>th</sup>**, 2019 with "Climate Navigator Intern" in the subject line.

We thank all applicants for their interest but only short-listed candidates will be contacted.