Network Manager, NSERC ResNet

Start date: As soon as possible
Salary: $53,000-$58,000, commensurate with experience, competitive benefits offered
Duration: 5 years (annual appointments, renewed upon successfully completing each year)
Location: McGill Macdonald Campus (Ste-Anne-de-Bellevue)
Supervisor: Dr. Elena Bennett

This 5-year position sits at the heart of managing NSERC ResNet, a large network project with the ambitious goal of providing scientific knowledge for the management of ecosystem services to enable more resilient resource management in Canada’s working landscapes and so ensure a prosperous and sustainable future for Canadians. NSERC ResNet brings together 26 co-applicants from 11 universities, 30 collaborators, and 17 partner organizations to address important questions about the management and future of Canada’s working landscapes and the critical ecosystem services they provide.

The network manager will be responsible for day-to-day management of ResNet operations, including financial and logistical responsibilities and ensuring compliance with NSERC and university procedures. The applicant will manage partnerships among researchers in academia, industry, government, and NGOs.

Key Roles and Responsibilities:
The Network Manager will help coordinate internal communications and interaction among all researchers and (NGO, Government, and Industry) partners, including by attending all standing committee meetings; developing procedures for, and managing, internal network communications; and external network communications (website, social networks such as Twitter, etc.). The network manager will be responsible for overseeing the financial management of the network, in collaboration with McGill personnel, including supporting the Scientific Director in preparation of financial and scientific reports and budget management. The Network Manager’s tasks will include preparation of annual meetings and reports, meetings of the Scientific Management Committee, media communications and public outreach, social media visibility, and advertising for student recruitment. They will also provide support for ResNet meetings (background preparation, agendas, minutes).

Required Skills:
- Demonstrated facility with managing scientific networks or large organizations
- Experience developing and delivering financial reports and managing budgets for large projects, especially for NSERC or other government funding agencies
- Excellent organizational skills and attention to detail
- Ability to work on multiple assignments with conflicting deadlines
- Outstanding interpersonal skills to work with faculty, students, and researchers outside academe
- Must be able to travel across Canada to attend and participate in research group meetings and network outreach activities.
- Demonstrated ability to manage information on ResNet’s website and social network platforms
Desired Skills:
- Master’s level degree in social or natural sciences
- Strong background in ecology or social ecological systems desired
- Bilingual French/English (spoken, written)

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca or 514-398-3711.

To apply, send a cover letter describing your background and fit to the position, along with a resumé or CV to elena.bennett@mcgill.ca.

Application deadline: Open until filled. Only short-listed candidates will be notified.