

Engagement Liaison Job Description

CONTACT

Please submit resume and cover letter to RDI@BrandonU.Ca by May 14, 2018.

TYPE OF POSITION

This position is a 24-month contract, for full-time work hours.

POSITION SUMMARY

Rural Development Institute (RDI) functions as a not-for-profit research and development organization. It has been designed to promote, facilitate, coordinate, initiate and conduct multi-disciplinary academic research on rural issues affecting communities in Western Canada and further afield. The **Engagement Liaison** will ensure information is communicated to a variety of constituents and stakeholders and that research and results are widely available to the public either in printed form or through lectures, seminars, workshops and conferences. This role serves as a key resource in understanding and sharing information and identifying opportunities to provide research services that are consistent with the organization's five strategic research directions.

RESPONSIBILITIES AND ACCOUNTABILITIES

Essential Duties and Responsibilities include:

- Developing a strong understanding of RDI projects, their contexts and stakeholders.
- Keeping current on projects and project content so that stakeholders and the public can be updated on project outcomes
- Acting as a (knowledge base) liaison and support for team project leads
- Seeking strategic opportunities to engage the public and communicate research
- Analyzing opportunities for information sharing, assessing the RDI fit with the project and the priority level in relation to current commitments
- Building/rebuilding connections with the Rural Development Institutes Research Affiliates, looking for opportunities to engage their support and assistance.
- Draft proposals to secure research projects
- Identifying opportunities for potential projects, analysing them to ensure that they fit with the organizations mandate and assessing their revenue potential
- Communicating the research and publication results and impacts through either planned events, standalone reports, regular newsletters or annual reports.
- Updating website and development of social media
- Assessing the impacts that research projects have on communities through tools such as Google Analytics
- Facilitating regular meetings with Brandon University faculty and students to assess interest in the Institutes five strategic research directions
- Developing and creating an annual project report and presenting at conferences, to relevant rural community organizations and related events
- Organizing and hosting regional or national research events either as a standalone organizer or with other organizations

KEY RELATIONSHIPS

The Engagement Liaison works in conjunction with RDI stakeholders, funders, government officials, researchers, faculty, students, staff, Research Affiliates and the general public. This contract position reports directly to the Director of the Rural Development Institute.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Candidates will possess;

- An applicable Master's or Bachelor's Degree and will have experience working with different sectors including public, private and non-governmental sectors
- A strong interest in Rural Development and community research initiatives
- Familiarity with and ability to comprehend, analyze and communicate qualitative and quantitative research
- Excellent, proven written and verbal communication skills
- Ability to multi-task effectively and act as a resource and participant for multiple project teams
- Project Management experience is an asset
- Prior experience delivering presentations confidently in a variety of settings and at all levels within an organization
- Flexibility and willingness to change priorities and work plans to take advantage of new opportunities
- Proficiency in Microsoft's Excel, Word, Publisher and Outlook, and web-based tools is essential