

## WORK SUMMARY

We are looking for a highly motivated **Project Coordinator** to support the execution of a 5-year R&D project focussed on Ocean Alkalinity Enhancement as a strategy to mitigate climate warming. The multi-million-dollar project is supported by multiple funders incubated by [Additional Ventures](#). The role of the Project Coordinator encompasses support of the science program and related coordination and grant administration. This position is supervised by the project's Lead-PI in liaison with the Executive Board.

## TASKS/RESPONSIBILITIES

Join our enthusiastic, international team of scientists with a shared vision to advance climate mitigation through open and accountable science. As Project Coordinator you will facilitate execution of the research program and play a pivotal role in project administration with varying degrees of responsibility for:

- Coordinating and arranging in-person and virtual meetings for the whole project team and the project's Executive Board (EB) and preparing meeting agendas and taking minutes;
- Assisting with budget oversight and monitoring of the budget status, recording and updating records and metrics on the project outputs (publications, presentations, outreach activities, HQP, etc.) and coordinating and preparing regular progress reports for the funders;
- Assisting with the coordination and providing logistical support of field experiments and campaigns;
- Managing data generated by the project and facilitating timely submission to public repositories;
- Working with the project team to mobilize knowledge of their research results through various outlets;
- Assisting with any other duties required by the project.

## KNOWLEDGE, SKILLS, EDUCATION AND EXPERIENCE

- Excellent verbal and written English;
- Master's degree in Marine Science, Environmental Science, or related field (prior experience directly related to the tasks, responsibilities and skills specified here are an asset);
- Prior experience with sea-going, field, and laboratory work is an asset;
- Exceptionally skilled in interpersonal relations and communications;
- Strong organizational, problem solving, and time management skills;
- Superior accuracy and attention to detail; and
- Strong computer proficiency using MS Office and Google Suite applications.

## WORKPLACE

The project is administered by the Oceanography Department at Dalhousie University in Halifax, Nova Scotia, Canada. The successful candidate will work at Dalhousie in Halifax. The fieldwork will be done in the Bedford Basin, Halifax harbour.

## CONTRACT DETAILS AND WORKING CONDITIONS

Willingness to live and work in Halifax.

12-month contract renewable for up to 5 years.

Competitive salary based on experience.

Position to be filled immediately.

**Applications will be considered starting on January 23. Position will remain open until filled.**

**APPLICATION:** Email 1) one cover letter, 2) your CV, and 3) names, email addresses, and phone numbers of three references in one single PDF to: Katja Fennel at [katja.fennel@dal.ca](mailto:katja.fennel@dal.ca)

Only candidates retained for an interview will be contacted.

*In accordance with stipulated requirements regarding immigration in Canada, priority will be given to Canadian citizens as well as permanent residents of Canada. Dalhousie is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.*