



CU Expo 2015 Conference Coordinator

CU Expo is a bi-annual, Canadian-led conference designed to showcase exemplars in community-campus partnerships worldwide, and together to introduce creative ways of strengthening local communities. The next conference, CU Expo 2015, will take place in Ottawa from May 25 through 29, 2015. CU Expo 2015 will be co-hosted by Carleton University and community partners and held in Ottawa, Ontario at Carleton University.

The Communities First: Impacts of Community Engagement (CFICE) project will provide leadership and coordination within Carleton in the design, development, implementation, and evaluation of CU Expo 2015. A SSHRC-funded, pan-Canadian Partnership initiative, CFICE aims to strengthen Canadian communities through action research on best-practice community-campus engagement.

Reporting directly to the CFICE Principal Investigator and Co-Manager, and working in collaboration with the CU Expo 2015 Conference Steering Committee (CSC) and Working Groups, the Conference Coordinator will work towards the key outcomes of planning and implementing a smooth and effective process that will ultimately result in a well-organized and well-attended conference.

This is a part time position (10 hours per week) from January- through December 2014, increasing to 15 hours per week from January 2015- May 2015 and full time for the duration of the conference through May 2015.

Responsibilities

The incumbent will carry out a range of administrative and organizational functions including, but not limited to:

- Organizing meetings and working group sessions, and taking minutes and such plenary sessions;
- Serving as secretary and providing other support to the Conference Steering Committee;
- Communicating with conference planning participants, including outreach for partnership development and co-hosts, and developing Letters of Agreement (LOAs) for co-hosts to ensure community participation;
- Facilitating the development of conference themes, a communications plan, a registration system, and a list of potential keynote speakers by the CSC and Working Groups;
- Identifying and executing conference logistics including venues and vendors, accommodations for participants, and community attractions/activities for the program;
- Researching and developing applications for additional funding beyond CFICE contributions;
- Drafting a preliminary request for proposals and submission system for conference presentations targeting both community and academic speakers;
- Developing and maintaining CU Expo 2015 website;
- Ensuring the purposeful use of available technologies wherever possible, and;
- Supplying additional ad-hoc support, as required.

Qualifications

- Current upper-year Undergraduate or Graduate Carleton University student preferred.
- Administrative skills and experience;
- Conference and/or event planning experience;
- Excellent written and verbal communication skills;
- Ability to work in French desirable;
- Detail-oriented with strong organizational skills;
- Self-starter with the capacity to work independently and as a member of a research team;
- Experience editing and maintaining websites and digital content;

- Ability to be on-site for the duration of the conference (May 25-29, 2015)

Other Desirable Qualities

- Previous exposure to budget and financial data in an administrative capacity;
- Experience working in a research centre or a nonprofit or charitable organization.
- Grant proposal writing experience

Applicants must be available for interviews on January 29-30 at Carleton University and able to start on February 10, 2014. Qualified applicants are invited to submit their resume and cover letter **before 5 pm on January 21** by email **with the subject line CU Expo 2015 Conference Coordinator to:**

Attn: CFICE Secretariat
Carleton Centre for Community Innovation
3ci@carleton.ca

With appreciation for all responses, only candidates under consideration will be contacted. No phone calls please.