



**The Centre for
Sustainable
Transportation**

**Le Centre pour
un transport
durable**



THE UNIVERSITY OF WINNIPEG

AT THE UNIVERSITY OF WINNIPEG

EMPLOYMENT OPPORTUNITY

Project Coordinator

The Centre for Sustainable Transportation (CST) at The University of Winnipeg produces research and develops projects that advance the sustainable movement of people and goods. The Centre seeks a highly motivated coordinator to participate in real-world cutting edge transportation projects.

Duties:

The position involves coordinating an active transportation applied research project in partnership with the City of Winnipeg. The incumbent will also participate in a wide variety of transportation research including information and data acquisition.

- Organize tasks, establish work-plans and coordinate an active transportation applied research project
- Communicating with and managing a dynamic number of cycling participants
- Assist in research design and methodology development
- Assist with information and data collection, survey design, deployment and analysis
- Assist in other CST projects and research as available
- Process and analyze data files and to archive and secure large data files
- Develop an information bank on active transportation issues
- Draft and edit project reports
- Represent and attend meetings and events on behalf of the CST
- Coordinate stakeholders and organize workshops and other events
- Conduct library/internet research, and perform other duties connected to Centre functions

Schedules are flexible for up to 35 hours of work per week. Working hours and location are negotiable. Some work-related travel opportunities may present themselves depending on the nature of the projects.

Salary:

\$15.00 / hour including vacation pay & benefits

Qualifications:

- Good organization, coordination, research, editing, writing and oral communication skills
- Enjoy team work and have ability to work independently
- Strong interest in sustainability and transportation issues would be an asset
- Bachelor degree preferably with a background in Statistics, Economics, Geography, Urban Studies, Planning, Environmental Studies or a combination of the above
- Information gathering, data collection, management and data/information analysis skills
- Excellent research skills with the ability to develop research methodology
- Familiar with Microsoft Office, particularly MS Word and Excel

The CST reserves the right not to hire a Project Coordinator based on the response to this solicitation

How to Apply Interested candidates are invited to submit a cover letter and resume to:

Terry Zdan **EMAIL** t.zdan@uwinnipeg.ca
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