

# CITYSTUDIO

<b>JOB DESCRIPTION</b>	
<b>CITYSTUDIO CANADIAN NETWORK COORDINATOR</b>	
<b>Current as of</b>	July 2019
<b>Reports to</b>	Director of Global Sharing
<b>Responsible for</b>	Design, launch and operate CityStudio's Canadian Network
<b>Salary</b>	As per Offer of Employment Letter
<b>PURPOSE AND NATURE OF THE POSITION</b>	
<p>The Network Coordinator works closely with CityStudio's Director of Global Sharing and the team and is responsible for designing, launching, maintaining and growing the network of CityStudio members and affiliates across Canada and the province of B.C. within the strategic aims of CityStudio Vancouver, a charitable not-for-profit organization. This includes an evaluation of the existing network activity towards deploying the next phase of a shared platform for accessing services, support, tools and materials. This role will require skills for network and business development, administration, product development and management. Other skills required include designing systems and creating materials for a shared platform and network members.</p> <p>The network currently includes four cities in BC: Vancouver, Abbotsford, Victoria, and North Vancouver; five cities in Canada: Brantford, Corner Brook, Waterloo, London and Montreal; and three cities abroad: Logan and Bendigo in Australia, and Oslo. The goal is to add eight other cities in Canada and five in B.C. in the next two years. The network will support peer-to-peer knowledge exchange, support, learning and innovation as we spread the movement of civic action within the post secondary sector.</p> <p>The Network Coordinator is expected to demonstrate a deep understanding and commitment to CityStudio's vision, goals, Manifesto, Global Sharing initiative and impact.</p>	
<b>MAIN RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>• Work with the CityStudio team to draft and build the CityStudio Network strategy in alignment with targets, branding, messaging and organizational story with network members, partners and the public</li></ul>	

- Work closely and in collaboration with the Director of Global Sharing to develop and implement the strategy
- Provide access to shared materials and services
- Nurture new and existing member relationships
- Identify and respond to member needs and interests
- Provide necessary support to build relationships, organise activities and strengthen the network
- Actively support member connections
- Organize and convene online meetings, convenings and conferences to connect members
- Develop methods to activate the network for members
- Grow network value for members
- Provide for evolving and future network needs

#### **SPECIFIC DUTIES**

- Perform an audit of the current network platform, member experience and member needs
- Develop 6 month, 1 year and 2 year action plans with targets and indicators
- Recommend and create new network activities, events and materials
- Propose and create network functions for access, webinars, project archiving, member communications
- Establish communication cycle and formats for members
- Collaborate with CityStudio Communication and Engagement Coordinator to coordinate messaging, branding and marketing materials
- Day-to-Day network administration and portfolio management
- Develop, activate and maintain an intranet web-portal that allows member communications and sharing materials
- Respond to current and potential member inquiries
- Promote member participation
- Create and manage member database
- Create and manage member evaluation and metrics reporting
- Promote member achievements on social media platforms and newsletters and communications
- Draft CityStudio grant applications and reporting for Global Sharing
- Support annual reports, media releases, blog posts, award submissions and communications related to network activities

#### **SKILL AREAS**

- Network and platform creation, administration, activation, development and evaluation
- Marketing
- Product management
- Business development

## **WHO & WHAT WE ARE LOOKING FOR:**

- A highly professional, creative, service-oriented network coordinator with outstanding past experience
- Someone with self-set high standards that holds the organization and team members accountable to best practices in network creation, management and growth
- Proven experience with network tools and practices
- Experience in shared platform management
- The ability to deliver on timelines and outcomes with commitment to process
- High comfort in initiating, building and maintaining effective relationships
- Excellence in writing, editing, synthesizing and summarizing
- Authentic professional curiosity for city building, higher education, and collaboration
- Comfortable working and thinking across the different areas of CityStudio
- Experience in grant applications and report writing
- Comfortable working in a creative, experimental environment
- Self-set high standards in time management, organization and communication skills
- Ability to confidently research options, make recommendations and take direction
- Committed to continuous improvement and refinement
- Trustworthy, kind, energetic, and confident
- Highly organized and detail-oriented
- Ability to take initiative and work independently
- Proven warm and open relationship builder
- Seeker and supporter of new ideas
- Calm under pressure
- Self-awareness is a practice
- Equal parts confidence, curiosity, collaboration, drive and self-care
- We look forward to working with people who don't hesitate to jump into getting things done as needed

## **SUPERVISION & COMMUNICATION**

- The Network Coordinator reports to the Director of Global Sharing.
- The Network Coordinator is expected to participate fully in team meetings and events and follow all CityStudio staff protocols, including emergency procedures and financial policies.
- The Coordinator is expected to communicate openly and frequently with the CityStudio team to fulfill their duties.

## **EXPERIENCE**

- 2 or more years direct experience working in a network coordination role
- Masters degree or equivalent in a related field

### **WORKING CONDITIONS**

The Network Coordinator will:

- Typically work in an office environment, but the mission of the organization will sometimes take employees to non standard workplaces.
- Work regular office hours, 37.5 hours per week, as well as exceptional evening, weekend and overtime hours to accommodate work activities as well as events, presentations or representing the organization at public events.