

Sector Support Coordinator: Communications and Project Management

**Full Time Contract (up to 40 hours/week)
Position Description**

Posting date: December 2, 2021

The Clean Resource Innovation Network (CRIN), a Canadian not-for-profit organization, is looking for an energetic, collaborative and trusted communications professional with strong project management skills and a passion to be part of an organization that is driven to make things happen and to make a difference for our world.

You will be part of a team with national scope and regional, national and global impact. CRIN is a matrixed, member organization with operations based in Calgary, Alberta, and serving more than 3,000 members across Canada.

The role

The new Sector Support Coordinator role will enable ecosystem development by supporting planning, project management, outreach and engagement activities for the 19 Sectors that CRIN has identified in the oil and gas innovation ecosystem.

The Sector Support Coordinator role is a **contract position working approximately 40 hours/week for twelve months**, with the possibility of extension. As a member of the CRIN Operations Team, you will report to the Membership Engagement and Outreach Coordinator and will also work closely with other members of the operations team including the Communications Generalist, the Administrative & Events Coordinator, and various volunteer leadership and project sub-committees.

Where your expertise will shine

The Sector Support Coordinator position is responsible for proactive stakeholder engagement planning and execution; internal client consultation; integration and coordination across the oil and gas innovation ecosystem including: 19 Sectors and seven Technology Theme Areas; and to help execute communications activities ranging from event planning to content creation.

If you love organizing and managing project details while viewing initiatives with a communications lens, this role is for you! You thrive in a complex, fast-paced organization with highly technical content and diverse stakeholder groups. Tasks you can expect to tackle include but are not limited to:

- Strategic planning with representatives of the 19 Sectors of the oil and gas innovation ecosystem active within CRIN. Plans will be developed in alignment with CRIN's vision, mission, objectives and brand, and with a focus on integration and collaboration
- Identification and tactical execution of opportunities to engage new members in CRIN through Sector initiatives

- Help manage and grow targeted distribution lists and prepare basic content for CRIN communications channels
- Support event management from planning and registration to logistics, marketing and post-event summaries
- Writing and multimedia content development for all channels with a focus on web, newsletter, presentations and key messages
- Help develop, monitor, analyze and report engagement KPIs; support all CRIN KPI reporting
- Drive CRIN's participation in external events, conferences and sponsorship programs by identifying, assessing and tracking opportunities, and coordinating CRIN/ecosystem speakers and event materials with event organizers

The right fit

In addition to stellar writing, project management, creative planning and proficient tactical communication skills, the ideal candidate is/has:

- Highly collaborative in approach to all projects, able to lead and follow within teams
- Committed to excellence in customer service
- Comfortable in a high-energy, fast-paced environment with competing high priorities
- Three to six years of experience in administration, project management or communications, preferably within a corporate environment
- A university degree or related post-secondary diploma/certificate in communications, public relations, business, project management, or associated field
- Supported unstructured projects to completion within a changing environment and fixed budgets
- Worked successfully with different types of people at many organizational levels
- Proficiency within the Microsoft Office suite and savvy in assessing, adopting and using relevant business and collaboration technologies to improve operational effectiveness

Preference for:

- Experience in clean technology development, energy or natural resource industries
- Passion for science and technology
- Strong networking skills to support connection and knowledge sharing across members
- Bilingual (English and French)

Where you'll be working, your work schedule, and other meaningful information:

- The Sector Support Coordinator role will be based out of Calgary or a surrounding area, working from your home office / remote location most of the time
- While work schedule flexibility is provided, core hours will frequently need to align with generally accepted business hours in the Mountain time zone and mutually agreed upon with the rest of the operations team
- Some irregular hours throughout the week including weekends and travel within Canada may be required for events and meetings according to CRIN policies and procedures

Apply

To be considered for the Sector Support Coordinator role, submit a cover letter outlining the suitability of your skills and experience, and a resume, by email to info@cleanresourceinnovation.com. Interviews will take place as qualified applications are received. We thank all applicants for their interest; only those selected for an interview will be contacted.

CRIN is an equal opportunity organization. Qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. CRIN is strongly committed to equity and encourages applications from all qualified candidates, without regard to race, colour, religion, creed, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability or any other protected class.

About CRIN

CRIN's vision is to make Canada the global leader in producing clean hydrocarbons from source to end use. A network of networks, CRIN accelerates the development and commercialization of ground-breaking solutions by establishing industry priorities and by connecting innovators within the ecosystem (researchers, small and medium enterprises, governments, NGOs, others) to resources (funding, talent, labs, and facilities), investors and industry partners (oil and gas producers and service companies) who deploy technology solutions.

[Learn more about CRIN](#) and how together we will address key environmental and economic challenges, including reducing greenhouse gas (GHG) emissions and other environmental footprints.