



Credit: Simon Fraser University.



Credit: Jonny Armstrong.



Credit: Jonathan Moore.

LAB MANAGER POSITION—SALMON WATERSHEDS LAB

BACKGROUND

The [Salmon Watersheds Lab](#) (SWL) at Simon Fraser University (SFU) is a large, collaborative aquatic ecology research lab focused on salmon systems of western Canada. The SWL consists of between 15 and 25 staff and students, collaborating with more than 30 partner organizations and engaged in research across nine different projects, many of which include fieldwork across British Columbia. The SWL also leads several large projects that convene, connect, and catalyze science and its application.

We are currently seeking a Lab Manager with a keen interest in project management and applied aquatic science to serve as an administrator and coordinator to the lab's many members and diverse projects. This position works closely with SWL Principal Investigator, Professor Jonathan Moore, as well as SWL admin staff (a Financial Assistant and Fieldwork Coordinator), and senior members of the lab, such as Postdoctoral Fellows. The Lab Manager will also add their administration and project management skills to the [Watershed Futures Initiative \(WFI\)](#), led by the SWL, which undertakes and coordinates research on cumulative effects in salmon-bearing watersheds of BC, facilitates dialogue among researchers, practitioners and policy-makers, and shares emerging results via webinars and workshops.

The ideal candidate is a strong leader and team-player; an organizational whiz and proficient multi-tasker, able to keep a handle on multiple complex projects with varied timelines, deliverables and stakeholders. They are an effective communicator and collaborator at the group and individual level, ideally with experience working with diverse collaborators and partners. Given the evolving and dynamic needs of the lab, the ideal candidate is an adaptable worker capable of learning new skills.

PRIMARY RESPONSIBILITIES

- Project coordination for the lab's nine projects. In particular, management of the Watershed Futures Initiative as a member of the Coordination Team;
- Administration, such as managing the lab's budget strategy and navigating SFU procedures;
- Onboarding and managing students, staff and volunteers, including direct supervision of the Financial Assistant and Fieldwork Coordinator;
- Managing partnerships, such as assisting in and leading meetings with external collaborators; Tracking SWL responsibilities to partners and funding bodies and reporting on these via annual reports or other outputs;
- Communication activities, such as website upkeep and development.



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Ecology & Conservation of Aquatic Systems
Jonathan Moore and Team



Credit: Hakai Geospatial Team.



Credit: Mikayla More O'Ferrall.

POTENTIAL RESPONSIBILITIES/OPPORTUNITIES

An aptitude and interest in one or more of the following areas would be considered a significant asset.

- Event planning and delivery, including: Online and in-person events such as seminars or workshops.
- Communications activities, such as: Delivering science communication products such as press releases, articles for the SWL website and short, visual summary reports.
- Participation in SWL research activities, including: Fieldwork (e.g. habitat measurement, electrofishing, tagging fish, temperature logger retrieval and installation); Organizing and managing data; Assisting in the delivery of research products such as book chapters or peer-reviewed papers.

DESIRED SKILLS AND QUALIFICATIONS

- Strong project management skills, such as time management, budgeting and collaboration with diverse groups;
- Bachelor's degree in a natural sciences discipline or related field (Masters preferred), or qualifications in business administration or project management with an interest in the natural sciences and conservation;
- Experience working in academic settings and navigating university procedures is a plus;
- Experience producing communication products, event management, and leadership development are also a plus;
- A valid BC driver's license is essential. Experience and qualifications with field work (e.g. boating, first aid) are desirable;
- A valid work permit is required, if not a Canadian citizen or Permanent Resident.

OTHER INFORMATION

This is a **24-month appointment**, subject to annual review, with a **start date of early- to mid-Fall, 2021**. The salary for this position is in the range of **\$45,000 to \$60,000** plus benefits, including extended health benefits, dependent on experience. Longer-term extension based on performance and funding is a strong possibility.

This position requires some in-person work from SFU's Burnaby campus. Therefore, candidates will need to reside in, or relocate to, the Lower Mainland for this position. Please indicate your ideal working arrangements in your application.



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Credit: Brandon Nam.



Credit: Freshwaters Illustrated.



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TO APPLY

Applicants should email a CV and a brief cover letter to adminjwm@sfu.ca with the subject: "Lab Manager Application" and your name, to apply. **Please apply by 5 pm PDT on Monday, August 30, 2021.** Please note that only applicants proceeding to the next round will be contacted regarding the outcome of their application.

In addition, please note:

- Your CV (PDF) should reference relevant work and educational experience and contact information for three (3) references;
- Your cover letter (PDF) should be two (2) pages or less and should address:
 - Relevant experience;
 - Why you are interested in the position;
 - Citizenship status and potential available start date.