

Location: Flexible, preference for Toronto, Canada (EWB National Office)

Start Date: mid-July 2017

Engineering Change Lab Director of Operations

The Engineering Change Lab (ECL) is a collaboration between over 40 organizations from across the engineering community in Canada that have come together to help shape the future of the engineering profession. The ECL Secretariat is hosted by Engineers Without Borders (EWB) and the successful candidate will be an employee of EWB, which is a Canadian registered charity that invests in people to create a thriving and sustainable world.

The Engineering Change Lab consists of leaders (CEOs, VPs, Deans, Directors, employees, practitioners, academics, etc.) representing companies, universities, government agencies, associations, programs, and non-profits, all working to understand and unlock the potential of the engineering community to contribute to bettering society.

The ECL supports initiatives in areas such as curriculum, diversity, youth, leadership, and workplace engagement. Thrice per year, the ECL holds workshops to deepen shared big-picture understanding and to support the initiatives to share, learn, and augment each other's work. The ECL is conceived to be an ongoing platform for innovation, allowing collaboration between individuals, organizations, and initiatives to take action to address challenges in engineering (i.e. ethics failures, lack of diversity, and low levels of innovation).

The Opportunity

The ECL Director of Operations is a new role within the Secretariat, which anchors the ECL's core functions: strategy, process design, facilitation, logistics, finance, budgeting, network coordination, stakeholder engagement, resource mobilization, capacity building, communications, monitoring and evaluation. As part of the Secretariat, you will work closely with, and report to, the ECL Director (Mark Abbott), and will be supported by Reos Partners and others. The Secretariat functions under the guidance and oversight of the ECL Champions Group, which is comprised of Engineers Without Borders, Engineers Canada, York University, Concordia University, and Suncor.

You must be passionate about steering social change and recognize the importance of the engineering profession as an a leverage point. You must excel at making big-picture concepts tangible, actionable, and motivating.

You will be working collaboratively with passionate, smart, and committed people, as well as connecting to innovators, entrepreneurs, and changemakers. In addition to a salary of \$70-85K, we provide comprehensive benefits and a professional development fund.

Key Responsibilities

Operations

- Participate in strategic planning, and lead on short-term planning, execution, and logistics (including for thrice-annual national workshops)

ENGINEERING CHANGE LAB

- Manage budgeting
- Support fund development
- Create resources and policies as needed to strengthen the functioning of the ECL
- Design and deliver presentations and workshops

Support Initiatives

- Engage regularly with the leaders of the various initiatives contained within the Lab's portfolio to ensure progress
- Manage communication with and between initiatives, including on platforms/tools
- Monitor initiatives and their continued alignment with the ECL's overall mission
- Engage external individuals and organizations to join or support initiatives' work

Resourcing

- Cultivate relationships with a subset of potential collaborators and funding partners
- Manage donor relationships (financial management, record-keeping, reporting)
- Lead on communication to external parties (in-person, event-based, written, etc.)

Requirements

- Relevant post-secondary degree or equivalent formal training and/or experience
- Minimum of 5 years of progressive relevant experience in program management
- Demonstrated experience managing competing priorities simultaneously
- Excellent communication skills to diverse audiences (listening, writing, speaking)
- Ability to thrive in a fast-paced, rapidly evolving environment
- Excellent computer skills, including cloud computing and relevant software
- Confident interacting with diverse people (volunteers, industry leaders, etc.)
- Ability to travel for workshops, meetings, and conferences in Canada

Assets

- English-French bilingualism
- Experience coaching/supporting early-stage social innovation initiatives
- Understanding of Systems Change and Social Lab processes
- Workshop facilitation experience
- Start-up or non-profit experience

How to apply

Submit an updated resume and cover letter that explain what you bring to the role. Please submit your application at ewb.ca/careers by May 26, 2017 11:59PM. Applicants will be considered on a rolling basis, only short-listed candidates will be contacted.

EWB is an equal opportunity employer that values the diversity of people and communities. We are committed to an environment that is inclusive and barrier free. If you require accommodation during the recruitment process, please inform us in advance to arrange reasonable and appropriate accommodations.