



Job Title:	Research and Development Coordinator	Position Type:	Full-time
Location:	Charlottetown, PE At office and remote work	Salary:	\$24 - \$26/hour
Travel:	Required to travel occasionally across PEI	Benefits:	Vacation and sick leave Health and dental, Life insurance

ORGANIZATION MISSION

To advance the sustainable growth and prosperity of quality farmed seafood production

SUMMARY STATEMENT

Reporting to the Executive Director of the PEI Aquaculture Alliance, the Research and Development Coordinator (RDC) provides key supports to the organization's activities in the areas of project and program development and management, science and technical communications and networking, and environmental leadership. The RDC works with other PEIAA staff, members, board members and key stakeholders.

ROLES AND RESPONSIBILITIES

Project and Program Management:

- Receive and review all program applications against each program's criteria.
- Assist Alliance members with preparing program applications.
- Present applications for consideration by Program Management Committee
- Receive, scan, upload and file all claim documents for program claims (e.g. invoices, and proof of payments).
- Maintain project files both electronically and physically.
- Prepare project and program reports and updates.
- Prepare project and program funding claims.
- Prepare and submit project and program files for auditing.

Communications:

- Prepare communications for Alliance members on current research and funding opportunities.
- Prepare communication materials for the general public about the aquaculture industry as part of the Farmers of the Sea campaign.
- Build partnerships among the aquaculture industry, regulators, and researchers.
- Prepare quarterly newsletter in collaboration with other staff, members, and key stakeholders, including outreach for potential stories of interest.
- Connect with Alliance members on industry priorities.
- Prepare reports for Board meetings and Annual General Meetings.
- Organize meetings, events, and educational presentations for members.

- Participate in the PEI International Shellfish Festival.
- Other duties as assigned.

REQUIREMENTS

Education and Experience:

- Bachelor of Biology, or equivalent in aquaculture, marine science, or environmental science.
- Knowledge of the aquaculture industry, particularly in PEI.
- Experience with program management and handling claims.
- Experience developing and managing research projects and programs.
- Experience with MS Office, particularly Word, Excel, PowerPoint and Outlook and other software such as Adobe Acrobat

Qualifications:

- Ability to participate actively and effectively in virtual and in-person meetings.
- Ability to make presentations to small groups.
- Highly organized, with strong attention to detail
- Strong interpersonal relationship skills in formal and informal settings
- Strong oral and written communications skills

Desirable Qualifications:

- Experience with aquaculture, seafood, or agriculture industry associations.
- Experience working for a not-for-profit organization.

PHYSICAL REQUIREMENTS

- Sitting for extended periods of time
- Occasionally lifting and carrying up to 50 lb

WORKING CONDITIONS

- 37.5-hour work week (8:30 a.m. – 4:30 p.m. with 30-minute lunch break)
- Some evening, weekend and early morning work may be required.
- Group health, dental and life insurance available after a six-month probationary period.
- Two weeks paid vacation per year, accrued in arrears.
- Statutory holidays, plus additional paid civic holidays after six-month probationary period.

CONDITIONS OF EMPLOYMENT

- Be legally eligible to work in Canada.
- Hold a valid driver's license.
- Have access to a vehicle and insurance for work use of a private vehicle.
- Current criminal record check.

APPLICATION PROCESS

Resumes, with cover letter and three references, can be submitted to rd@aquaculturepei.com

Deadline for application is close of business, May 24th, 2024.