**Council of Atlantic University Libraries**

**Project Manager (YCW Intern)**

**Workplace Description**

The [Council of Atlantic University Libraries](https://caul-cbua.ca/) (CAUL-CBUA) is a collaborative partnership of 19 publicly-funded post-secondary libraries in Atlantic Canada. Its mandate is to foster a vibrant regional network of diverse libraries that leverages community and collaboration to cultivate scholarship, innovation, and inclusion in the academic libraries of Atlantic Canada.

**Position Description**

CAUL-CBUA welcomes resumés in application for a 26-week, fulltime, paid internship (under the [Young Canada Works program](https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html)) starting May 31, 2021. This position will report directly to the CAUL-CBUA Executive Director. They will work alongside CAUL-CBUA committees and working groups, and staff at member libraries. Tasks of focus for this position, in priority order, are:

1. **Open Educational Resources (OER) Repository & Service** – Project manager responsible for the ongoing implementation and development of the CAUL-CBUA led, regional [AtlanticOER](https://atlanticoer-relatlantique.ca) repository and service. AtlanticOER consists of an online, digital publishing platform (PressbooksEDU) for the creation/adaptation of open textbooks and ancillary materials to be used in credit-bearing courses at member institutions; an OER development grants program; a peer review honoraria program; an OER Toolkit in support of OER creators; and an education/awareness program. As the Project Manager, with the support of the CAUL-CBUA OER Committee and its working groups as well as the assistance of a trained student intern, this position will be responsible for:
	* Management of all aspects of this service area;
	* Review and updating of the action plan as required;
	* Regular monitoring of key performance metrics for this initiative informing course corrections as required;
	* PressbooksEDU user support and training (such as Pressbooks user account creation, cloning/importing textbooks into the network, training on the use of the Pressbooks platform, and assistance in creation of H5P elements)
	* Maintaining and updating the [service website](https://atlanticoer-relatlantique.ca/) and [PressbooksEDU network site](https://caul-cbua.pressbooks.pub/);
	* In collaboration with the existing working group, participation in the delivery of the OER education and awareness program (targeting educators, students, staff, and senior administrators at member institutions);
	* In collaboration with the existing working group, participation in marketing and advocacy campaigns for this initiative; and
	* Participation in grant writing efforts to secure ongoing funding for this initiative.

The successful candidate will receive training on the PressbooksEDU network/platform, and other systems, technologies, and processes as appropriate, to enable this work.

1. **Website Review** – Lead a working group in a member-centric process to evaluate the [current CAUL-CBUA website and intranet](https://caul-cbua.ca/), stakeholder needs in a website and intranet, and options for a new website and intranet. Provide a data supported recommendation for a new website and intranet to the CAUL-CBUA Executive Director. Once approved, and depending on timing, design and implement the approved recommendation.

**Prerequisites:** Applicants must be a recent graduate from a university or college degree program. The specific degree program may vary given that project management transcends any one field of study, as do the specific technology proficiencies for this position. The successful candidate must also meet the qualifications for participation in the [qualifications for participation in the Young Canada Works program](https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html).

**Required**

* Strong interpersonal skills
* Project management knowledge and/or experience (gained either through work or education)
* Strong oral and written communication skills in English
* Proficiency with social media tools, particularly Twitter
* Proficiency with Microsoft Excel and Word

**Assets (but not required)**

* Intermediate oral and written communication skills in French
* Proficiency with WordPress
* Proficiency using PressbooksEDU
* Proficiency using H5P
* Proficiency with Drupal
* Website design experience
* Grant writing experience

**Competencies That Will be Gained Through this Internship:**

**Skills and Knowledge**

* Project management
* Stakeholder engagement
* Communications strategies and marketing
* Understanding of best practices in pedagogy
* Consortial operations and governance
* Organizational policy development
* Training delivery
* Advocacy
* Benchmarking and service evaluation
* Website design, development, & implementation
* Grant writing
* Understanding of accessibility legislation and requirements

**Technologies**

* Microsoft Teams
* PressbooksEDU
* WordPress
* H5P
* Drupal 7
* Canva
* Google Forms
* Adobe Acrobat Pro

**Hourly Rate:** $21.80 **Hours Per Week:** 35 (specific schedule is open for discussion)

**Work Environment:** Due to COVID-19 restrictions, this is an entirely virtual position. Being physically situated in one of the Atlantic provinces is preferable, but it is not required. The successful candidate must have access to a computer and robust Internet access to enable them to effectively carry out the responsibilities of this position. Office 365, and other applications and training as required, will be provided by CAUL-CBUA.

**Application Deadline:** May 17, 2021

To apply, please send your resumé and a cover letter to Cynthia Holt, CAUL-CBUA Executive Director, at execdir@caul-cbua.ca. Virtual interviews will follow soon after the application deadline.

The Council of Atlantic University Libraries is committed to fostering a collegial culture grounded in diversity and inclusiveness. CAUL-CBUA encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.

