### JOB DESCRIPTION

<table>
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<th>Reports to</th>
<th>Executive Director</th>
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<td>Terms</td>
<td>16-month contract; full time</td>
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**BACKGROUND:** The Schlegel-UW Research Institute for Aging (RIA) is a charitable non-profit organization located in Waterloo, Ontario that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance the care and quality of life for older adults. Through collaborations with key partners and stakeholders, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy. The RIA consists of over 40 researchers, including Chairs, Specialists, and Research Scientists, and staff members with a commitment to improved quality of life and care across the continuum of care.

RIA’s Research and Development sites include 19 long-term care and retirement communities, operating as Schlegel Villages, home to approximately 4,500 older adults and employing approximately 5,000 team members. Innovations are trialed in these sites then disseminated broadly to benefit older adults everywhere.

**PRIMARY PURPOSE:** The Interim Director provides leadership to the overall RIA communications strategy and implementation of RIA programs and projects. The position is responsible for overseeing the development of print and digital communications, the commercialization of RIA products and resources, as well as managing two of RIA’s core programs: Murray Alzheimer Research and Education Program (MAREP) and Agri-food for Healthy Aging (A-HA). This position will lead a team of 3 individuals, collaborating with researchers, long-term care homes and other key stakeholders to enhance RIA profile and reach of RIA projects, programs and resources.

**KEY ACCOUNTABILITIES:** The Interim Director is accountable to the RIA Executive Director. The following details the key accountabilities for the role:

1. **Project Management:** Provide leadership and strategic direction for key RIA projects and/or programs in collaboration with key partners (including MAREP, A-HA, Leadership Program for Long-term care and Retirement, Excellence in Resident Centred Care, LIVING the Dementia Journey).

2. **Communication:** Provide leadership to organizational and program specific communications in alignment with strategic and operational plans. Manage the development and delivery of communication activities including the RIA annual report, and provide leadership and support to team members in creating and maintaining web, social and print materials. Support the
monitoring of and reporting on key communication metrics to ensure objectives are being achieved.

3. **Stakeholder Management:** Liaison and build relationships with multiple internal and external stakeholders to collaboratively manage programs, events and achieve results.

4. **Events:** Provide leadership to events including overall management of event planning, delivery and evaluation. Support planning of the national Walk with Me conference 2021 by coordinating with conference management team and committees to ensure key milestones are met.

5. **Teamwork and Consultation:** Work as a collaborative RIA team member to support RIA programs, projects and communications.

6. **Supervision and Mentorship:** Provide supervision to team members and work together to ensure programs/projects progress and tasks are completed as assigned.

7. **Other:** Take on additional tasks, activities and special projects, as they arise.

**POSITION REQUIREMENTS:**

**Education:** College diploma or University degree in communications, project management and/or health administration or equivalent work experience.

**Experience and Skills:**

- 7-10 years experience in a management role leading the successful delivery of large projects, including development of work plans, budget, implementation and evaluation.
- Experience in leading, providing supervision, guidance and support to team members to meet collective goals.
- Experience in long-term care, retirement and/or health sector is preferred.
- Experience communicating with diverse stakeholders and tailoring messaging and communication materials for different audiences.
- Ability to build relationships with diverse stakeholder groups.
- Experience in developing marketing and sales material to broaden reach and uptake of programs and products.
- Detail-oriented self-starter with a proactive attitude and ability to manage multiple tasks and competing priorities in an organized and efficient manner.
- Expertise using the following software: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook. Experience using Adobe Creative Suite an asset.
- Knowledge of and experience with knowledge translation/mobilization; experience developing knowledge mobilization products an asset.
- Experience working with researchers and/or clinicians an asset.
- Fluent in English. Fluency in French an asset but not required.
- Eligible to obtain a successful police background/criminal record check for working with a vulnerable sector.
- Interest and passion for enhancing quality of life and care for older adults.
SCOPE OF WORK:

- **Interpersonal Skills:** Communicates effectively with internal team members and external partners; professionally represents the RIA externally in all communications and at events.
- **Level of Responsibility:** Responsible for ensuring the effective implementation of programs and projects.
- **Decision-Making Authority:** Able to identify and assess complex problems, with multiple stakeholders to build consensus. Accountable to make strategic and operational decisions.
- **Physical and Sensory Demands:** Minimal demands, typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunity to move about. Office is located in a comfortable indoor area. The work is varied and assignments may change frequently. Work will involve regular interaction with RIA team members and external partners and stakeholders. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional travel is required.

HOW TO APPLY:

RIA invites applications (cover letter and resume) by November 20, 2018. Please submit your application in one document by email to Michelle Stillman, Senior Director of Operations at michelle.stillman@uwaterloo.ca

RIA welcomes applications from all qualified persons. RIA is an equal opportunity employer and is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) during our recruitment process. If you require accommodation, please let us know in advance.