

## Vacancies at Future Earth

**The Future Earth Secretariat is seeking an Urban Project Assistant  
Montreal, Canada**

**Deadline for applications: June 19th, 2017. This position is based in Montreal, Canada.**



[Future Earth](#) is a major international research programme for global sustainability. We provide international facilitation and coordination of research around the greatest challenges facing humanity – and engage policy, business and the public in the solutions to these challenges. Our work stretches from climate change and biodiversity, to human health and transformation of societies. We work with many of the world’s leading experts on global Grand Challenges. This international programme was established by the Science and Technology Alliance for Global Sustainability including the following international organisations: UNESCO, UNEP, UNU, WMO, ICSU, ISSC, and the Belmont Forum. The Future Earth Secretariat is distributed across five hubs located in Stockholm, Tokyo, Colorado, Montreal and Paris.

Future Earth is seeking an Urban Project Assistant to support the development of the Future Earth Urban Knowledge-Action Network (Urban KAN), and more specifically the organisation of the Cities and Climate Change Scientific Conference 2018 co-sponsored by IPCC and organised by a Consortium including Future Earth, C40 Cities Climate Leadership Group, Cities Alliance, ICLEI, SDSN, UCLG, UN-Habitat, UN Environment and WCRP.

### **The role**

The Project Assistant will support the work of the Science Officer in charge of the Urban KAN and the Head of Coordination (leading some urban projects). The tasks are in support of

1. the development of the Urban KAN, and more specifically the organisation of the scientific aspects of the Cities and Climate Change Scientific Conference 2018 (co-sponsored by IPCC), including: supporting the work of the Scientific Steering Committee (SSC), organising the scientific preparatory work, ensuring the delivery of the outcomes of the conference (including a research agenda on Cities and Climate Change);
2. studying the feasibility of a Quebec-based urban/food-water-energy nexus prize/project, and potential development;
3. Potential involvement in other tasks as the role evolves.

## **Essential Functions & Responsibilities**

### **Project coordination and administrative support (70% of time)**

- Support with the organisation of meetings (SSC, preparatory teleconferences and webinars, other related tasks, etc.);
- Support the mobilization of the Urban KAN network and activities;
- Interact regularly through emails and teleconference calls with the various conference committees (organisation committee (OC), management committee and science conference committee);
- Follow up on action items of the SSC and OC.

### **Scientific support (15% of time)**

- Help with the preparation for the pre- and post-events related tasks (e.g. compiling information for various reports; scientific reviews; literature review on status of science);
- Support the scientific preparatory activities of the conference (e.g. survey of research and users-needs, facilitation of online discussions);
- Literature review on prize/project formats, as well as roll out procedures on urban/food-water-energy pilot projects.

### **Project communications (15% of time)**

- Support the preparation and coordination of information flow, blog posts, media and website information and work with the Future Earth communications team to bring high visibility on Future Earth engagement in the Cities and Climate Change conference.
- Facilitate online discussions on Future Earth's Open Network.

## **Qualifications and Key Competencies**

- Minimum Bachelor's, Master's degree highly desirable, in a field of sustainability science;
- Background in sustainability and urban issues is highly desirable;
- Experience in engagement with stakeholders on urban issues, and knowledge of food-water-energy nexus issues would be an asset;
- Demonstrated experience in project coordination and management;
- Must be detail-oriented, have a diligent work ethic and a strong commitment;
- Great communication, organizational and interpersonal skills with ability to multitask are essential;
- Ability to work independently and in collaboration with an international team are essential;
- Proficiency in MS Office and Google drive/documents;
- Excellent spoken and written English required (English is the Future Earth working language). Being based in Montreal, good spoken and written French will be essential.
- Ability to communicate across different media platforms.
- Must be available to regularly work outside normal working hours.
- Willing to travel to Edmonton, and potentially elsewhere if required.

## **Additional information**

Contract: Full time position for 9 months with possibility of extension up to 12 months

Salary: \$2,000 per month (plus benefits)

Starting date: Early to mid-July

Location: Future Earth Global Hub – Montreal, Suite 1020, 1250 Guy Street, H3H 2T4  
Montreal, Quebec, Canada

Employer: Future Earth International

**Application procedure**

Applicants to this position are requested to submit a CV and a cover letter - **in English and in one combined file** - in email to [montrealhub@futureearth.org](mailto:montrealhub@futureearth.org), detailing how their skills and experience would help them meet the requirements of the position. Please also include names and contact details of two referees. Further information on Future Earth and this position should be sent to the above-mentioned email address.

**IMPORTANT:** As the position is based in Montreal, this position can only be offered to Canadian citizens and permanent residents.