



## **Knowledge Mobilization Coordinator, *Canadian Practitioners' Network for the Prevention of Radicalization and Violent Extremism (CPN-PREV)***

### **Title and location of the position:**

Knowledge Mobilization Coordinator

CPN-PREV

UQAM – Department of Psychology

### **Position description**

The knowledge mobilization (KMb) coordinator will be responsible for implementing CPN-PREV's comprehensive knowledge mobilization strategy for all its contents and materials. The coordinator will therefore oversee the KMb team's projects to ensure the contents created by CPN-PREV are adequately disseminated among the network's diverse target audiences and properly adapted to meet the different audiences' needs.

The knowledge mobilization coordinator will also be tasked with the planification and implementation of a communication plan to ensure the promotion of different activities of the network and its members and partners.

Finally, the knowledge mobilization coordinator will also be in charge of creating opportunities for information-sharing and collaboration within the network.

### **Duties and responsibilities**

- Plan and lead a variety of projects aimed at synthesizing and adapting scientific research studies to diverse stakeholders in the field of prevention of violent radicalization.
  - Related tasks:



- Plan the implementation of KMb projects (create a timeline for a project, map out needed resources for the project, allocate tasks, etc.)
  - Synthesize and ensure the communication of scientific research studies to a general audience;
  - Participate in the production and editing of videos;
  - Participate in the creation of infographic images, brochures and other materials;
  - Participate in the formatting of reports and other documents (Graphic design skills are an asset.);
  - Participate in the creation of other knowledge mobilization products in various web formats;
- Ensure the implementation of CPN-PREV's communication strategy to promote CPN-PREV materials and activities.
    - Related Tasks:
      - Oversee the maintenance and continuous updates of CPN-PREV's website in collaboration with the team's IT support agent.
      - Oversee CPN-PREV's communication via social media in collaboration with the team's KMb assistant.
      - Oversee the creation and publication of a newsletter every two months in collaboration with the team's KMb assistant.
      - Contact organizations and practitioners who may be interested in the network's activities in order to create and maintain ties with them.
      - Organize regular information sessions on the activities carried out by CPN-PREV.
      - Gauge the interest of network members in different activities through regular surveys in order to direct content development activities.
  - Create opportunities for information-sharing and collaboration within the network.



- Related tasks:
  - Plan and coordinate regular virtual events for the members of the network and CPN-PREV's partners
  - Plan and coordinate in-person events and conferences for members of the network and partners
  - Oversee the maintenance and continuous updates of CPN-PREV's private platform in close collaboration with the team's IT support agent.

### **Position requirements**

- Two completed years of undergraduate degree in the fields of knowledge mobilization, education, communication or other relevant areas;
- Experience of 1 to 2 years in knowledge mobilization;
- Excellent project management abilities;
  - Ability to coordinate a small team;
  - Ability to take initiative and plan for the medium/long term;
  - Ability to lead and manage multiple projects and priorities at a time;
- Excellent organizational and interpersonal skills;
- Interest in the field of prevention of violent radicalization;
- Excellent communication skills;
- Excellent proficiency in French and English;
- Creative and autonomous, able to respect deadlines;
- Ability to adapt to a pan-Canadian context and a multi-site project.

### **Duration**

Renewable part-time (21h/week). UQAM

### **Effective date of employment**

April 2021

### **Contact Information**

Submit a cover letter and your CV, with the names and contact details of three references before **March 31, 2020**.



To: Pablo Madriaza, PhD.

General Coordinator of the CPN-PREV

Department of Psychology

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