

Network Activities Manager

The Centre for Excellence in Mining Innovation (CEMI) is undertaking the Mining Innovation Commercialization Accelerator Network (MICA), building a national ecosystem as a network of collaborative regional networks. MICA, a \$112 million project, is designed to bridge the innovation-commercialization gaps that delay commercial success, domestically and globally.

The MICA mandate is to:

- Connect Regional Mining Clusters to Cross-Sector Innovation Centres across the country
- Create a National Network to commercialize innovations into the mining industry
- Utilize the Canadian advantage of SME-based innovations to create a national mining technology ecosystem

The Role

The Network Activities Manager is an integral member of the CEMI team responsible for the effective delivery of the national Network activities program. This self-starter is responsible for organizing and coordinating events and activities in line with the MICA mandate, both regionally and nationally throughout the Network.

The Responsibilities

- Participate in the formulation, organization and implementation of a Network Activities strategy for regional and national activities
- Ensure all aspects of Network Activities are organized and undertaken including securing venues, setting agendas, and securing participants
- Responsible for on-site coordination of Network Activities
- Responsible for reporting results and outcomes from activities and tracking KPI related metrics
- Effectively and accurately communicate relevant Network activity information internally and externally

Qualifications and Skills

- Degree in Business Administration, Commerce or Marketing
- Minimum 3 years of experience organizing and planning business events and activities
- Effective communication skills including verbal, written and presentation skills
- Proven ability to work effectively and show initiative both independently and in a team-based environment
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Diligent with strong organizational skills
- Continual improvement and innovative mindset
- Bilingualism is preferred

Please submit your resume and cover letter in confidence via email to info@cemi.ca by **Thursday, September 30, 2021**.

Note that only those selected for an interview will be contacted.

CEMI is committed to equity in employment and encourages applications from all qualified applicants including women, aboriginal people, members of visible minorities, and persons with disabilities.