



Network Coordinator

The Centre for Research and Innovation in the Bio-economy is an independent non-profit corporation that promotes the development of the new bio-economy utilizing forest biomass in Ontario.

CRIBE is looking for a dynamic and outgoing individual to join our team to help accelerate Ontario's forest bio-economy sector.

Highly organized, flexible and professional, you will be responsible for the initial development, delivery and operations of a new forest bioproduct innovation network.

Your post-secondary training in business, natural resource management, engineering or a science related discipline is supported by demonstrated facilitation, project management and coordination skills.

Superior oral and written communication skills, outstanding relationship management skills, excellent organizational and problem-solving skills, and advanced computer skills are required.

This opportunity will remain open until it is filled. Interested candidates are invited to submit via email a letter of interest and resume to:

Chris Walton
Centre for Research and Innovation in the Bio-Economy
P.O. Box 10302,
Thunder Bay, Ontario P7B 6T8

Email: ceo@cribe.ca

We wish to thank all applicants for their interest, however, only those selected for an interview will be contacted.

Industry Network Coordinator

Detailed Job Description:

The Centre for Research and Innovation in the Bio-economy is an independent non-profit corporation that promotes the development of the new bio-economy utilizing forest biomass in Ontario.

CRIBE is looking for a dynamic and outgoing individual to join our team to help accelerate Ontario's forest bio-economy sector.

Highly organized, flexible and professional, you will be primarily responsible for the development, delivery and operating a new Ontario based forest bioproduct innovation network that is supported by CRIBE.

This new innovation network will act as a catalyst to support the valorization of new forest based bio-products through supporting targeted interactions between the primary bio-product producers and potential end users, support for product and market development activities and collecting and disseminating market information all within a share collaboration ecosystem.

Your post-secondary training in forestry, natural resource management, business, engineering or a science related discipline is supported by 3- 5 years of demonstrated facilitation, project management, strategic planning and economic development work experience. A strong understanding of the forest products, bio-economy or chemical industry sectors is required.

Superior oral and written communication skills, outstanding relationship management skills, excellent organizational and problem-solving skills, facilitation and event management skills are required.

The position is based out of Thunder Bay and you will be expected to have access to a personal vehicle, and you will need to be prepared to conduct your duties outside of normal business hours and travel regionally and internationally as required.

The position is an initial 2-year contract with a salary range of \$58 000 - \$63 000 per year.

Job Responsibilities

- a. Network Development
 - i. Working with CRIBE staff and Board, identify initial network vision, mission and governance structure
 - ii. Develop a project implementation strategy and lead the initial network development
 - iii. Finalize and implement network marketing strategy
 - iv. Formally launch network
- b. Network Administration and Management
 - i. Identify and liaison with industry stakeholders
 - ii. Raise and maintain network profile and participation

- iii. Identify priority product value chains and develop strategy for industry engagement
- iv. Facilitate industry focused workshops to develop value chain roadmaps
- v. Coordinate network information to industry stakeholders
- vi. Organize annual network conference/event showcasing industry actions and progress
- vii. Funding dependent, coordinate call for proposals to develop projects to support value chain roadmaps
- viii. Assist with collating funding submission and support CRIBE staff and investment committees with project reviews
- ix. Ongoing network project status tracking and preparation of necessary status reports to CEO, Board and funding agencies.
- c. Develop and improve upon the CRIBE profile and brand:
 - i. Write, produce and develop information materials for traditional and digital media
 - ii. Coordinate and plan media announcements and events
 - iii. Coordinate CRIBE information sessions across province
 - iv. Participate as required in industry outreach, including conferences, trade shows and industry association events.
- d. Foster and maintain relationships with industry and research leaders, ensuring CRIBE is aware of the latest bio-economy technology and market developments.
- e. Support CEO and the Board as required
- f. Support office functions:
 - i. Basic financial functions such as processing of expenses, invoicing and month-end preparations
 - ii. Support planning and coordinating Board meetings:
 - iii. Preparation of Board reports
 - iv. Coordinate travel for Board members as required.

Interested candidates are invited to submit via [email](#) a letter of interest and resume by end of business day March 25, 2019 to:

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 Thunder Bay, Ontario P7B 6T8

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