



## **Job Posting: Research Assistant - Communications and Administration**

### **UNESCO Chair on Food, Biodiversity and Sustainability Studies, Wilfrid Laurier University**

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**Location:** Remote or hybrid Waterloo, Ontario. Ability to be in-person at least once a month preferred.

**Hours:** 7-10 hours per week

**Lenth:** 1-year contract, possibility for renewal.

**Start date:** Ideal start for September 2025.

**Compensation:** Hourly rate based on experience

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#### **About Us:**

[The UNESCO Chair on Food, Biodiversity and Sustainability Studies](#) is a platform for change, using food systems as a lens to work towards biodiversity protection, enhanced community resilience in the face of climate change, increased opportunities for marginalized groups, improved food security, and enhanced community well-being. The UNESCO Chair network is led by the inaugural Chairholder, Dr. Alison Blay-Palmer, and jointly hosted by Wilfrid Laurier University and the Balsillie School of International Affairs and is affiliated with the Laurier Centre for Sustainable Food Systems.

We are seeking a highly organized and effective Research Assistant to support **Communications & Administration** efforts across our projects, specifically the [FLOW Partnership](#). This is an ideal opportunity for someone passionate about food sustainability with experience in research communication and administration.

#### **Accountabilities:**

##### **Communications (50% of role)**

- Support the development of strategic communications plans for the UNESCO Chair FBSS and related projects, specifically the FLOW Partnership. Implement timelines and goals, monitor online reach and evaluate strategies.
- Support with social media management by developing and scheduling content across projects and platforms including LinkedIn, Instagram, and Facebook.

- Assist with website management by creating content pages and keeping information updated. Coordinate with researchers and partners to amplify news, publications and events.
- Support communication planning and promotions for events and online webinars by setting up and managing registration workflows (ie, Zoom or Eventbrite), developing and distributing promotional material, and tracking uptake and engagement.
- Assist with disseminating blog posts, newsletters, and other communications documents for diverse audiences.

### **Financial Administration (25% of role)**

- Contribute to routine financial administration tasks:
  - monthly expense reports (credit card reconciliation),
  - travel expense claims and reimbursements,
  - invoices and other purchase orders,
  - student hiring paperwork each semester, and
  - additional contract hires as needed.

### **Project Support (25% of role)**

- Assist in implementing and monitoring project activities and overall goals and objectives.
- Assist with coordination in regular project meetings,
- Other related duties as required.

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### **Qualifications:**

- Holds a bachelor's degree (or near completion) in a relevant field (i.e., Communications, Business, Geography, Food Studies)
- Strong writing, editing, and visual communication skills
- Experience with social media platforms (Instagram, LinkedIn, Facebook)
- Familiarity with website CMS tools (e.g., WordPress or similar)
- Excellent organizational and time management skills
- Comfort working independently and collaboratively in a remote/hybrid setting
- Graphic design experience (e.g., Canva, Adobe Suite)
- Experience in research, academic, or non-profit environments

### **To apply:**

Please send your resume and a cover letter outlining your interest and relevant experience to [UnescoFBSS@wlu.ca](mailto:UnescoFBSS@wlu.ca). Applications will be reviewed on a rolling basis.