Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation’s capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world’s top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada’s position in today’s knowledge economy.

JOB OPPORTUNITY

PROGRAMS COORDINATOR

Reporting to the Director of Programs and in support to the activities of the Programs team, the Programs Coordinator plays a key role in providing efficient project coordination, acting as an information focal point, planning and organizing meetings and events, and gathering and presenting relevant data and statistics.

Main Activities

Coordination support

- Increase team efficiency by acting as the information focal point across different working groups.
- Support the Programs Director and VP Programs and Planning in tracking timelines and expenses related the activities of the Programs team.
- Work with other CFI business units to support the activities of the Programs team.

Logistics

- Provide logistical support to the Programs team and external contacts (committee members, institutional representatives, applicants, vendors, service providers) such as scheduling meetings and troubleshooting.
- Provide logistical support for committee meetings (in person, teleconference and videoconference); this includes taking care of travel and accommodation, meeting planning, catering and troubleshooting.
- Coordinate and plan multi-day workshops and gatherings (venue, suppliers, registration, communications, logistics, on-site troubleshooting).
- Develop and maintain good business relationships with suppliers and service providers.
- In collaboration with the Finance Department, participate in the evaluation of RFPs and contracts related to the activities of the Programs team.
- Gather relevant data for financial projections and programs budgets needed by the Finance Department.
- Reconcile invoices and expense claims related to the activities of the Programs team.
Programs Coordinator

Business intelligence and data gathering

- Gather, manipulate and present data and information related to the activities of the Programs team.
- Conducting reviews from web and business intelligence sources and the academic literature.
- Collate and synthesize large volumes of information using databases and spreadsheets.
- Produce summaries and reports (financial, statistical, data projections, tracking) in a timely and accurate manner.

Skills and Knowledge

- Minimum three years of hands-on experience in administrative support
- Excellent organizational and time-management skills with the ability to prioritize activities and efficiently organize large volumes of information
- Strong initiative, assertiveness and ability to manage competing priorities as well as respond effectively in a demanding and fast-paced environment
- Strong interpersonal and diplomacy skills, and ability to deal with all levels of staff throughout the organization as well as external clients and stakeholders, including an ability to exercise discretion and judgement in dealing with confidential information
- Excellent communication skills, including an ability to gather and present complex information clearly;
- Creative thinking and ability to adapt quickly to a rapidly changing environment
- Fluency in both English and French
- Project Management training/certification is an asset
- Experience with business intelligence reporting tools and data visualization software is an asset

Physical demands

- The position is full-time
- Extended periods of time on the computer requiring long periods seated

Salary

- Salary will be commensurate with qualifications and experience.
- This is a full-time, headquarters-based function.

Please send your CV and a covering letter by end of day on February 1, 2022 to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation,
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 5E4
hr@innovation.ca

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles, and respects Ontario’s Accessibility Standard for Customer Service policy. We attempt to accommodate individual needs in keeping with the Ontario Human
Programs Coordinator

Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

Visit our website for more information about the CFI.