

INNOVATION

Canada Foundation
for Innovation

Fondation canadienne
pour l'innovation

With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

JOB OPPORTUNITY

PROGRAMS COORDINATOR – PROJECTS

2-YEAR CONTRACT

- **Number of opportunities:** One full time two-year contractual position
- **Existing or anticipatory:** Existing position
- **Expected starting salary:** Level 2: \$59,600 – \$69,850
- **Work location:** Hybrid work: minimum two days per week at the CFI offices
- **Closing date:** February 8, 2026

Reporting to the Associate Director, planning and project management, the incumbent 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 for the Programs team.

Key Activities

Business intelligence and data gathering

- Develop and maintain project and team workplans in a database that tracks overall progress and achievement of milestones
- 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.

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 related to 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.

Coordination and tracking of review process

Plan, organize and support the delivery of the proposal review process:

- Invite, track and follow-up with reviewers.
- Conduct an administrative review of each application by verifying the completeness of the application.
- Keep track of and document interactions with reviewers using the corporate case management system.
- Respond to routine inquiries from reviewers.
- Assist in the preparation of documents for the Board of Directors.
- Prepare communication materials for institutions and provinces as part of the announcement of Board decisions.

Skills and knowledge

- Minimum three years of hands-on experience in project coordination
- Experience with business intelligence reporting tools and data visualization software

- 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

Assets

- Project Management training/certification is an asset

Total Compensation:

For this contractual opportunity, the CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan.

The CFI does not use any AI tools at any time in the screening of applicants.

Please send your CV and a covering letter by end of day on February 8, 2026 to:

Eric Desjardins
Director of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
eric.desjardins@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require an accommodation to participate in the hiring process.

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 our workplace.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People. Visit Innovation.ca and our ["Careers" page](#) for more information about the CFI.