

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

EXTENSION

Engagement Specialist and Content Strategist

- **Number of opportunities:** One full time 12-month contractual position
- **Existing or anticipatory:** Existing position
- **Expected starting salary:** Level 4: \$89,800 - \$105,500* commensurate with qualifications and experience and in adherence with internal compensation practices
- **Work location:** hybrid - minimum two days per week at the CFI offices in Ottawa
- **Closing date:** August 10, 2026

Position summary

Reporting to the Manager of Stakeholder Relations and Outreach, the Engagement Specialist and Content Strategist supports the evolution of the Research Facilities Navigator (Navigator) by coordinating strategic engagement efforts, developing content and nurturing partnerships aligned with business and research needs. The Navigator is an online directory of research labs intended to facilitate research partnerships with the private sector.

Key Responsibilities

- Support the development of content and coordinate engagement strategies targeted to Canada's strategic sectors
- Work with the Senior Stakeholder Relations Officer and external stakeholders to identify opportunities for co-branded content, webinars and success stories
- Manage the Navigator's social media account and execute its outreach strategy
- Collaborate with internal teams to evaluate and coordinate the implementation of user experience (UX) enhancements for the Navigator website
- Design and execute methods to collect and interpret user feedback to inform future development
- Coordinate and contribute to the development of landing pages, infographics and high-value resource content

- Contribute to developing strategic partnerships with innovation networks and industry groups, as well as support engagement with global initiatives
- Turn usage data and trends into actionable insights for website improvements, marketing strategies, and performance reporting.

Skills and knowledge

- Minimum five years of experience in content management and coordination of strategic engagement efforts
- Bachelor's degree, three-year diploma or equivalent in business, communications, public relations or a related field (or equivalent work experience and training)
- Excellent written and oral communications skills in both English and French
- Proven experience in strategic communications, digital engagement, platform marketing and in executing outreach strategies and campaigns tailored to target audiences
- Experience with stakeholder mapping and engagement strategy design
- Familiarity with analytics tools and best practices for engagement growth
- Familiarity with UX principles and digital tools and experience working with UX teams or web developers to improve platform usability
- In-depth knowledge of Microsoft Office suite, social media platforms and content management systems (CMS) (e.g., Drupal)
- Skills in stakeholder relations, content creation and data-informed decision-making
- Strong project management and presentation skills
- Ability to work cross-functionally in a highly collaborative environment
- Editing skills for digital platforms, including infographics, landing pages and research success stories
- Excellent time management and project coordination skills as well as organizational and interpersonal skills
- Ability to identify and build partnerships with government, academic and industry stakeholders.

Assets

- Knowledge of the mandate, programs and activities of the CFI and an understanding of the objectives and the environment in which it operates, as well as the audiences it serves
- Strong knowledge of the Canadian innovation ecosystem and research and development landscape.

Total compensation:

The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as

personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

Please send your CV and a covering letter by end of day on **Monday August 10, 2026**, to:

Diane Larabie
Manager of Human Resources Services
Canada Foundation for Innovation,
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

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

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 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](https://www.innovation.ca) and our ["Careers" page](#) for more information about the CFI.