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

**Research Assistant, Performance, Analytics and Evaluation**

Reporting to the Director of Performance, Analytics and Evaluation (PAE), the incumbent provides effective and efficient project and administrative support to the Director and the team. Key activities include helping with gathering and summarizing data and information, quality control including data validation and document control, document design and production, correspondence, coordinating meetings, schedules, logistics and the performance of other duties as required.

**Key Activities**

- Assists with the management of the Director’s schedule including scheduling and tracking the teams work flows, action items and ad hoc data requests
- Supports the team’s activities and projects by gathering and manipulating data and information, conducting web searches, compiling and synthesizing retrieved information,
- Assists with quality assurance tasks such as verification of data validity and reliability, reviews documents for accuracy and clarity
- Maintains appropriate working files and administrative system to ensure that priorities are clear and deadlines and deliverables are met
- Assumes responsibility for preparation of PAE documents, reports and presentations in accordance with the CFI brand but also in a manner to enhance visual appeal, clarity of message and readability
- Maintains an up-to-date budget for the unit, tracks expenditures, prepares expense claims and reviews expenses as part of the on-going budgeting process
- Schedules and coordinates logistics for various meeting and committees (includes arranging hotel accommodations, making travel arrangements, organizing catering, reserving meeting space, preparing and distributing all necessary materials, etc.)
- Makes travel arrangements for the team as required, prepares and verifies expense claims for signature and submission to the Finance team
- Composes correspondence in a variety of formats in both official languages

**Skills and Knowledge**

- Completion of a bachelor's degree in a research focused field or comparable experience in a research evaluation setting
- Minimum three years of experience in a support or administrative role in evaluation or research environment, and hands-on experience with data and information collection and validation
- Proficiency and/or superior skills in MS Office, especially Word, Excel and PowerPoint (including producing charts, graphs and tables)
• Experience with business intelligence reporting tools, such as Cognos or Power BI, is an asset
• Experience designing and laying out information-based reports (mixed text, visuals and graphics) including experience with the following Adobe suite software: InDesign, Illustrator and Photoshop is a strong asset
• Fluency in both English and French
• Excellent organizational and time-management skills with ability to prioritize activities, work independently and as part of a team
• Strong attention to detail, initiative, ability to perform well with disruptions and handle multiple priorities under tight deadlines
• Strong interpersonal and communication skills, including an ability to exercise discretion and judgement in dealing with confidential information
• Creativity and an eye for design and style of documents and presentations

Salary

Salary will be commensurate with qualifications and experience

Please send your CV and a covering letter by end of day on Wednesday July 29, 2020 to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation, 55 Metcalfe Street, Suite 1100
Ottawa ON K1P 5E4
Fax: (613) 943-0923
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 language and employment equity principles, and respects Ontario’s Accessibility Standard for Customer Service policy.

Visit our website, Innovation.ca for more information about the CFI.