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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.

Special Projects Coordinator: ICRI Conference

(12 month term contract)

Reporting to the Senior Advisor, Policy and Planning, and working closely with other business units within the CFI, the incumbent provides effective and efficient administrative and coordinating support in the lead up to, and during, the International Conference on Research Infrastructures (ICRI), being held in Ottawa in September 2020. Key activities include helping with the preparation of materials and coordinating the logistics of various organizing and steering committee meetings, and helping to ensure clear and effective communications between the various business units and key external stakeholders.

Key Activities

- Liaises with, and provides logistical support to, the program, organizing, and steering committees of the conference
- Schedules meetings and coordinates logistics for these committees
- Perform administrative tasks to support project team members
- Assists with coordination between various business units within the CFI involved in the planning and delivery of ICRI 2020
- Prepares and maintains various project tracking documents and ensures timely follow-up for priority items
- Prepares general correspondence for internal and external partners
- Supports the organizing committee by providing logistical support for meetings
- Assists the on-site conference secretariat
- Other administrative responsibilities as required

Skills and Knowledge

- Strong organizational and time-management skills with the ability to prioritize activities. Ability to efficiently organize meetings logistics.
- Preferred 2 years of experience in office administration and/or event planning
- Strong communication skills; fluency in both English and French (oral and written) is preferred
- Strong interpersonal and diplomacy skills and ability to deal with all levels of staff throughout the organization as well as external clients and stakeholders
- Strong initiative, assertiveness and ability to perform well to many competing demands and timelines
- Well-rounded knowledge of project coordination
- Ability to work independently and as part of a team
- Superior skills with MS Office, especially Word and Excel.

Salary

Compensation will be commensurate with qualifications and experience.

This is a full time, headquarters-based function.

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Special Projects Coordinator, ICRI Conference

Please send your CV and a covering letter by end of day on Sunday, November 3rd, 2019 to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
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.