Job Title: Communications & Events Coordinator
Term: Full time, one year contract position
Location: Based in Ottawa, Virtual work environment/work from home
Salary: Commensurate with experience

Introduction & Purpose:
The Stem Cell Network (SCN) is seeking a Communications & Event Coordinator to join our team for a one-year contract. A national not-for-profit, we support Canada’s stem cell and regenerative medicine research community, providing research funding, training the next generation of researchers, and delivering outreach activities across Canada. We work to support an incredibly engaged network of people from coast to coast to celebrate and showcase stem cell research and regenerative medicine through a comprehensive program of communications collateral and events. In our 20th year, we are also celebrating our legacy of milestones through additional communications activities and events. The purpose of this role is to assist in all aspects of communications and event coordination for SCN. The Coordinator will be responsible for working with the Director, Communications and the Manager, Administration & Events. She/he/they will be responsible for developing written content for various mediums and audiences. Key audiences include: the scientific community; media; government, and the general public. The incumbent will report to the Director, Communications and will provide assistance with social media and website content and management. The Coordinator will be responsible for gathering and tracking data critical for reporting and measuring progress. She/he/they will also collaborate with the Manager, Administration & Events on carrying out specific tasks associated with SCN’s annual scientific meeting (such as preparation of the meeting book), and other events held throughout the year.

Key Responsibilities & Accountabilities
- Assist with the written and creative development of both print and electronic communication materials for general communications and for events
- Develop the meeting book for SCN’s annual scientific meeting
- Prepare SCN’s monthly enewsletter
- Assist in the editing of corporate materials
- Gather data relevant for annual reporting and measuring progress
- Develop communication analysis documents
- Provide project management and logistical support for events
- Respond to public inquiries regarding access to stem cell therapies, and manage the associated database
- Update SCN’s website on a regular basis, provide social media support through the development of content; as well as posting of materials
- Maintain SCN’s key dates calendar to ensure SCN is responsive to upcoming events that are celebrated/noted nationally and internationally

Knowledge & Skill Requirements
- Excellent writing and editing skills
- Proficient in writing for different audiences and mediums
Experience
- Experience using different digital platforms (including: WordPress, Canva, Lumen5, MailChimp)
- Experience in project management, including for events
- Familiarity with data gathering approaches and reporting on social media metrics and data
- Experience working with graphic designers and knowledge of publishing processes
- Must have a strong attention to detail, be well organized and deadline driven
- Ability to work within a team environment and individually

Experience
- Bachelor’s degree in Communications, Journalism, English or equivalent post-secondary degree
- Approximately 5 years of work experience in the field of communications or a relevant area

Required SCN Attributes
Committed to excellence
Team Player
Flexible
Proactive
Judicious
Inclusive

Application details
Applicants are asked to submit their CV along with a Covering Letter which underscores how your experience aligns with the requirements for this position. Please submit your application via email to: scncommunications@stemcellnetwork.ca.

Application deadline: Monday, June 21, 2021 by 5 p.m. ET

About the Stem Cell Network
Celebrating 20 years, the Stem Cell Network (SCN) is a national non-profit that supports stem cell and regenerative medicine research, training the next generation of highly qualified personnel, and delivering outreach activities across Canada. SCN’s goal is to advance science from the lab to the clinic for the benefit of Canadians. SCN has been supported by the Government of Canada since inception in 2001. This strategic funding, valued at $118M has benefitted approximately 196 world-class research groups and more than 3,300 trainees and has catalyzed 24 clinical trials. Powering research for better health. stemcellnetwork.ca