

Role Profile

Role Title: Science Coordinator

Term: Full time, one year contract position

Location: Virtual working environment is required

Stem Cell Network

The Stem Cell Network (SCN) is a national non-profit organization that supports three main objectives: stem cell and regenerative medicine research; training the next generation of highly qualified personnel; and supporting the knowledge mobilization and transfer of stem cell and regenerative medicine research. From the lab to the clinic, our goal is to power science that will benefit Canadians. SCN was created in 2001. With support from the Government of Canada, the Network has grown from a few dozen labs to more than 196 world-class research groups, supporting 200+ research projects and 24 clinical trials. Since its inception, 21 biotech companies have been catalyzed and more than 4,000 highly qualified personnel have been trained. In 2021, the Government of Canada demonstrated its continuing trust and support in SCN with an investment of \$45 million for the 2022–25 period. To learn more visit stemcellnetwork.ca

Purpose

The purpose of this role is to support the Program Director, Research & Partnerships (PDRP) in carrying out the successful implementation of SCN's research and training programs. The Coordinator will be responsible for assisting in the administration of SCN's peer review process. Including organizing and preparing for peer review and Research Management Committee meetings. The Coordinator will assist the PDRP with transcribing and communicating the decisions made within these meeting with applicants in a timely manner. As such, the Coordinator should have a health science background and be knowledgeable about stem cell and regenerative medicine science. Additionally, the Coordinator will support PDRP with logistics and administration associated with SCN's training programs and will be a staff participant on SCN's Training and Communications Committee and Training and Education Committee. The Coordinator will also assist in data collection and management and providing input on future research and training activities. It is expected that the Coordinator will work cohesively as part of a small professional team and is capable of taking initiative, problem solving, supporting other team members, and working independently.

Key Responsibilities & Accountabilities

- Support the PDRP in successfully implementing SCN's research and training programs.
- Work with the PDRP and other team members on the implementation of SCN's peer review process.
- Develop written materials for peer review committee meetings and feedback letters for research applicants.
- Support the PDRP in the development and synthesis of reports and data collection
- Engage with investigators and trainees in a professional manner to address their queries regarding SCN programs.
- Coordinate the timely rollout of workshops, meetings and training events
- Support the PDRP with partnerships associated with SCN research and training activities
- Develop project plans and ensure their successful implementation
- Work with the SCN staff team as needed to ensure SCN is meeting its mandate

Experience

- MSc/PhD educated in a relevant health research field (e.g., cell biology, developmental biology, bio-engineering)
- Able to understand and function within the stem cell and regenerative medicine field
- A proven track record for using solid judgement and demonstrating integrity
- Experience in working with committees and building consensus to support decision making
- Experience in working with established and internationally respected scientists and clinicians
- Experience in working with data and developing reports
- Experience in project management and planning
- Familiarity with working in an office environment

Skills Requirements

- Excellent written and oral communication skills
- Excellent project and time management skills
- Skilled and experienced with Excel, Word, Power Point, Data Management programs
- Solid judgement and high integrity
- Ability to take initiative and seek support when required
- Ability to work independently, and with little oversight
- Excellent time management skills, including ability to multi-task and reprioritize as needed
- Excellent attention to detail
- Ability to problem solve and offer solutions for consideration
- Bilingualism in both Canada's official languages is an asset

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 info@stemcellnetwork.ca with the subject line Science Coordinator. All applicants must be Canadian residents and eligible to work in Canada.

Application Deadline

Friday, October 8, 2021, by 5 p.m. ET.