Stem Cell Network | Réseau de Cellules Souches

Powering Regenerative Medicine | Propulsons la médecine régénératrice

Role Profile, November 2025

Program Coordinator

STEM CELL NETWORK

The Stem Cell Network (SCN) is a Canadian not-for-profit that supports stem cell and regenerative medicine research; training the next generation of highly qualified personnel; enabling knowledge mobilization of research; and enhancing the commercialization readiness of stem cell and RM innovations. From the lab to the clinic, SCN's goal is to power life-saving therapies and technologies through regenerative medicine research for the benefit of all. Created in 2001, with support from the Government of Canada, the Network has funded over 280 research projects and 30 clinical trials, cumulatively driven by experts from 350 research groups across Canada. Since its inception, over 28 biotech companies have been catalyzed or enhanced, and more than 7,900 highly qualified personnel have been trained. In 2023, the Government of Canada announced additional funding for SCN through the Strategic Science Fund that will support SCN activities and research through to the end of the decade.

Purpose

Reporting to the Director of Research and Training, the Program Coordinator will assist the Research and Training Specialists in managing the administration and programs related to research and training portfolios. This includes activities such as research funding competitions and awards, research symposia, training workshops, and events conducted in accordance with the organization's standards. The role also involves close collaboration with both SCN's Corporate Services and Communications Teams. Collaboration is essential to ensure the Research and Training team can effectively communicate upcoming events and programs with the Network's research and training community. Collaboration is also essential for planning and monitoring budgets, compiling data for reporting, and ensuring annual plans and targets are met. This role requires an eye for detail, strong project management and organizational skills, as well as strong interpersonal skills and the ability to collaborate effectively across SCN teams and with external partners.

Key Responsibilities & Accountabilities

- Coordinate the planning, logistics, and delivery of research and training programs and associated activities.
- Schedule, organize, and support meetings, training events, workshops, symposia, and conferences; maintain research and training calendars.

- Track participation in programs and events, maintain accurate records, and support preparation of reporting materials.
- Support subject matter experts in the development and delivery of research and training content, as directed.
- Conduct feedback surveys to identify research and training needs; compile, summarize, and present survey data.
- Collaborate with the Corporate Services Team on budget tracking, expenditure monitoring, and SCN data and reporting obligations.
- Coordinate with the Communications Team to ensure effective rollout and promotion of research and training opportunities.
- Develop compelling program-related content that will encourage uptake of SCN offerings and can be used across SCN's communications channels.
- Collaborate with the Communications Team to ensure brand, voice and key information are appropriately used when communicating with SCN's research and training community.
- Manage the development and distribution of the e-blasts in collaboration with the Training or Research Specialists, ensuring accurate, timely, and well-formatted communications.
- Foster positive working relationships with internal teams and external partners, maintaining a collaborative and solution-focused approach.
- Provide support to ensure all technology (video conferencing, presentations, interactive tools) are appropriately set up and functioning for research and training events.
- Support the efficient operation of Research and Training committees, including preparation of agendas, minutes, and follow-up materials.
- Prepare documents, manage filing systems, and support ordering of materials and supplies.
- Respond to inquiries and provide timely, accurate information.

- Perform other duties as assigned.

Education & Experience Requirements

EDUCATION

- Bachelor's degree in Health/Life Sciences, or a related field.

REQUIRED EXPERIENCE & SKILLS

- 2–3 years of relevant experience in program coordination, operations, or communications (entry-level may be considered if strong skills are demonstrated).
- Knowledge of program/project management principles and operational planning procedures.
- Strong project management skills, with the ability to prioritize competing deadlines and deliver within available resources.

- Strong collaborative approach, effectively working with internal teams and external partners in a positive, solution-focused manner.
- Excellent writing skills, including content development for external communication purposes.
- Experience with Canva and familiarity with WordPress or similar CMS platforms.
- Knowledge of budgeting, bookkeeping, and reporting processes.
- Tech-savvy, proficient in MS Office (especially Excel) and video conferencing tools.
- Must be highly organized, detail-oriented, and comfortable working with diverse teams.
- Experience in a matrix organization is an asset.
- Experience in life sciences or health research is highly desirable.
- Previous experience in a not-for-profit environment is an asset.
- Bilingualism (English and French) is considered a strong asset.

Special Conditions

- Travel requirements are variable throughout the year and may be required at the time of the annual scientific conference.
- This hybrid position requires at least two days per week in the office; priority will be given to candidates located in Ottawa.

The Stem Cell Network is committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Applicants are asked to submit accommodation requests to SCN, and we will make every effort to ensure they are accommodated throughout the recruitment process.