



Position: **Bilingual Program Coordinator**

Site: KITE - Toronto Rehab Research Institute (University Centre)

Department: AGE-WELL NCE

Salary: Commensurate with experience and consistent with UHN Compensation Policy

Hours: 37.5 hours per week

Status: Temporary Full Time (1 year contract with possibility of renewal)

University Health Network (UHN) is looking for an experienced professional to fill the key role of bilingual **Program Coordinator** within the AGE-WELL Network of Centres of Excellence.

Transforming lives and communities through excellence in care, discovery and learning.

AGE-WELL (<http://www.agewell-nce.ca>) is a pan-Canadian network of industry, non-profit organizations, government, care providers, end-users, and academic partners working together to drive innovation and create technologies and services that benefit older adults. Its mission is to harness and build upon the potential of emerging and advanced technologies in areas such as artificial intelligence (AI), e-health, information communication technologies (ICTs), and mobile technologies to stimulate technological, social, and policy innovation. AGE-WELL aims to provide a unique training environment that exposes AGE-WELL trainees to multi-disciplinary research environments and to its industry and community partners through collaborations with existing research networks and partner universities.

The bilingual **Program Coordinator** will work with senior program leads in a dynamic team environment to organize and implement a broad range of administrative functions related to network research and training programs, including liaising with network researchers and trainees, grant administration, committee support, and event coordination. This is a one-year full-time position with the possibility of renewal. This is a virtual first role welcoming candidates from across Canada, but with preference for those within the Eastern Time zone. The AGE-WELL Network Management Office is based in Toronto, Ontario hosted by University Health Network. The successful candidate may be required to travel to Toronto or to research and education program events on occasion.

Key responsibilities include:

Program governance (10%)

- Provides administrative support to key research and training program committees (e.g. Research Management Committee, Platform Advisory Committee) including coordinating and scheduling meetings, drafting agenda and support materials for meeting packages, liaising with members and preparing correspondence, minuting meetings.
- Coordinates committee activities (e.g. mid-term project evaluation, adjudication of applications), including issuing communications and reminders, developing documentation, compiling data for further decision and action by committee members.

Virtual and in-person event coordination (30%)

- Supports regular virtual and in-person event planning for research and education programs including webinar, seminar, workshop, annual forums, and in-person event planning and scheduling.
- Supports knowledge exchange events and activities, through the development of decks and scripts for speakers, supporting live events via chat, polls and Q&A monitoring and response.
- Coordination of French-language activities and events with Francophone network members.

Program coordination and communication (60%)

- Communicates with researchers, trainees, program alumni, and partners about research, education and training programs and grants/awards via email and other communication platforms such as slack.
- Disseminates information about research and education programs by preparing content for the network website and intranet; coordinates with the communications teams to ensure cohesive messaging
- Prepares and issues funding documentation (e.g. extension letters, award letters etc.) for previously funded network research projects and education awards. Maintains accurate grant tracking through established procedures and connects with program leads or finance officer as necessary.
- Manages the organization and maintenance of research and training program records, including network databases; compiles and enters data with accuracy and attention to detail. Supports network reporting efforts through database reports.
- Assists with the preparation of surveys and other data collection tools as required to gather information about or evaluate research and education programs. Compiles program data and assists in the preparing of reports.
- Undertakes other duties or special projects as required in support of Network Management Office.

Qualifications:

Education and experience:

- University degree with a background in the health, social sciences, education fields (or related fields)
- Minimum three (3) years of relevant work experience
- English/French bilingualism required
- Experience coordinating programs in an education or healthcare environment or administering grant funding preferred
- Experiencing coordinating seminars or events an asset.

Knowledge/skills/abilities:

- Excellent communication (both verbal and written) and interpersonal skills are critical in order to perform the many duties of the position and to interact and communicate with students, researchers, partners and other portfolios within the AGE-WELL network community
- Strong customer service focus with a proven ability to establish and maintain effective working relationships with a broad range of internal and external audiences.
- Strict attention to detail and accuracy, with an appreciation for the implications of errors for the network with respect to reputation and relationship building. Ability to follow formal business practices and policies with high attention to detail.

- Ability to effectively handle sensitive and confidential matters and materials
- Advanced skills in Microsoft Office including Word, Excel, and PowerPoint. Experience with database use is considered an asset. Must be able to adapt to changing technology and implement new developments to increase productivity. Ability to master the use of network collaboration technologies.
- Experience producing detailed, analytical reports using program content.
- Demonstrated excellence in project or program management
- Ability to work well under pressure in a fast-paced environment

Vaccines (COVID and others) are a requirement of the job unless you have an exemption on a medical ground pursuant to the Ontario Human Rights Code.

If you are interested in making your contribution at UHN, please apply on-line. You will be asked to copy and paste as well as attach your resume and covering letter. You will also be required to complete some initial screening questions.

To apply, click on APPLY button on the UHN job posting page:

<https://www.recruitingsite.com/csbsites/uhncareers/JobDescription.asp?SiteID=10031&JobNumber=897378>

For current UHN employees, only those who have successfully completed their probationary period, have a good employee record along with satisfactory attendance in accordance with UHN's attendance management program, and possess all the required experience and qualifications should apply.

UHN thanks all applicants, however, only those selected for an interview will be contacted.

The University Health Network, where “above all else the needs of patients come first”, encompasses **Toronto Rehabilitation Institute, Toronto General Hospital, Toronto Western Hospital, Princess Margaret Cancer Centre and the Michener Institute of Education at UHN.** The breadth of research, the complexity of the cases treated, and the magnitude of its educational enterprise has made UHN a national and international resource for patient care, research and education. With a long tradition of groundbreaking firsts and a purpose of “Transforming lives and communities through excellence in care, discovery and learning”, the University Health Network (UHN), Canada’s largest research teaching hospital, brings together over 16,000 employees, more than 1,600 physicians, 8,000+ students, and many volunteers. UHN is a caring, creative place where amazing people are amazing the world. Find out about our purpose, values and principles here.

UHN is a respectful, caring, and inclusive workplace. We are committed to championing accessibility, diversity and equal opportunity and welcomes all applicants including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, persons with disabilities and all others who may contribute to the further diversification of ideas. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.