



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/12/07

Project Coordinator

Job ID	02-8D-63-A3-06-B9	
Web Address	https://careers.indigenous.link/viewjob?jobname=02-8D-63-A3-06-B9	
Company	Ontario Institute For Cancer Research	
Location	Toronto, Ontario	
Date Posted	From: 2024-09-23	To: 2025-03-22
Job	Type: Full-time	Category: Miscellaneous
Languages	English	

Description

About OICR

OICR is Ontario's cancer research institute. We bring together people from across the province and around the world to improve the lives of everyone affected by cancer. We take on the biggest challenges in cancer research and deliver real-world solutions to find cancer earlier and treat it more effectively. We are committed to helping people living with cancer, as well as future generations, live longer and healthier lives.

Launched in December 2005, OICR is an independent institute funded by the Government of Ontario through the Ministry of Colleges and Universities.

Job Details

Position: Project Coordinator

Location: MaRS Centre, Toronto

Department: Canadian Cancer Clinical Trials Network (3CTN)

Reports To: Manager, Operations

Salary: Commensurate with level of experience

Hours: 35 hours/week

Job Type: Hybrid

Status: Full-time, Temporary (until March 31, 2025)

Position Summary

The Canadian Cancer Clinical Trials Network (3CTN, the "Network") is seeking a Project Coordinator on a contract basis to coordinate assigned project activities, including their effective, timely and cost-effective delivery in support of overall 3CTN business goals.

3CTN is a pan-Canadian initiative to improve the efficiency and quality of academic clinical trials in Canada. Hosted by the Ontario Institute for Cancer Research (OICR), the 3CTN Coordinating Centre supports a network of cancer centres across Canada (<https://3ctn.ca/>).

This position is temporary, full-time until March 31, 2025.

Position Responsibilities

Support the coordination of 3CTN projects to achieve defined project deliverables and objectives:
Participate in project implementation and evaluation activities

Complete environmental scans, literature reviews, and/or consult clinical research teams as needed to guide the completion of project activities

Participate in knowledge translation and exchange activities

Assists in inputting project progress reporting and outcomes into a central database and consolidation of reporting as required

Regularly report progress of activities and deliverables to relevant 3CTN team members and stakeholders

Provide administrative support for Network operation activities, including drafting contracts using pre-approved templates.

Assist with planning and coordination of 3CTN meetings, educational webinars, workshops

Perform other duties consistent with job classification that may be assigned

Qualifications

Bachelor's degree in a science or health related discipline, or recognized equivalent

Strong interest in oncology clinical research

Strong written and oral communication, as well as time management skills

Ability to collaborate effectively with colleagues and a broad range of 3CTN stakeholders, including clinical research professionals, trial sponsors, and patient advocacy groups

High-level proficiency in Microsoft Office suite

For more information about OICR, please visit the website at www.oicr.on.ca.

To learn more about working at OICR, visit our career page.

POSTED DATE: September 23, 2024

CLOSING DATE: Until Filled

How to Apply

Click 'Apply Now'

If you are interested in being considered for this position, please go to the job link above and click on "Apply" at the bottom of the page.

OICR is committed to fostering a climate of equity, diversity, inclusion, and accessibility. This commitment is central to, and mutually supportive of, our research excellence mandate. We welcome and respect the diversity of all members of our community and we support an inclusive culture for all. We welcome all applicants, and encourage applications from racialized persons, Indigenous Peoples, women, persons with disabilities, LGBTQ2S persons, and others who may contribute to furthering a diversity of ideas within our community. OICR is committed to fair assessment of a candidate's abilities, and consideration for diversity of thought, method, and experience. Providing an accessible workplace and recruitment process is important to us, as described in our Accessibility Plan (<https://oicr.on.ca/accessibility/>). Should you require accommodation during any stage in the recruitment process, please complete the form at the bottom of page <https://oicr.on.ca/careers/>. Information received related to accommodation will be handled confidentially.

Resume Format: If you elect to apply, please click on the "Apply for this Job" button below. You will be required to enter contact details, and to attach your resume to your application. Please attach your resume as a .pdf or .doc file.

The Ontario Institute for Cancer Research thanks all applicants. However, only those under consideration will be contacted.