



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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/14

Project Coordinator

Job ID	42-5A-37-78-DC-C9
Web Address	https://careers.indigenous.link/viewjob?jobname=42-5A-37-78-DC-C9
Company	The Ontario Institute For Cancer Research
Location	Toronto, Ontario
Date Posted	From: 2023-09-15 To: 2024-03-13
Job	Type: Full-time Category: Miscellaneous
Languages	English

Description

The Ontario Institute for Cancer Research (OICR) is seeking a Project Coordinator to join the Global Alliance for Genomics and Health (GA4GH) program.

The Global Alliance for Genomics and Health (GA4GH), based at the Ontario Institute for Cancer Research, is hiring a project coordinator to serve as Partner Engagement Coordinator and support its outreach and engagement activities promoting data standards uptake within the genomics community.

GA4GH is an international alliance formed in 2013 to accelerate progress in human health by unlocking the power of genomic data. Bringing together hundreds of contributors working in healthcare, research, patient advocacy, life science, and information technology, the GA4GH community builds technical standards and policy frameworks and tools that enable the responsible, broad, and democratised use of genomic and health-related data. Learn more at www.ga4gh.org.

GA4GH is supported by four international Host Institutions: the Broad Institute of MIT and Harvard, the Wellcome Sanger Institute, EMBL's European Bioinformatics Institute, and the Ontario Institute for Cancer Research (OICR). Eight technical and policy-framing teams (the GA4GH Work Streams) composed of volunteer contributors develop free, open-source GA4GH products to meet specific real-world needs. The Work Streams collaborate closely with Driver Projects - genomic data initiatives that have committed to help guide our development efforts and to pilot our products.

GA4GH also hosts a number of Partner Engagement groups that work with the genomics community to identify its needs and encourage GA4GH product uptake. These groups include the Communities of Interest (CoIs), the National Initiatives Forum (NIF), and the GA4GH Implementation Forum (GIF). Current CoIs focus on Cancer, Rare Disease, and Infectious Disease, with Neuroscience in development. NIF works to advance genomics at scale; representatives from national-level genomic data programs meet to share best practices, avoid incompatibilities, and help translate genomics into health systems. Finally, GIF provides a venue for community members to discuss their experiences implementing GA4GH products and to learn from one another's successes and failures. Additionally, a selection of GIF Flagship Projects pilot existing GA4GH products in diverse federated settings to tackle real-world scientific or clinical problems.

The Partner Engagement Coordinator will provide project coordination support for all existing and emerging Partner Engagement groups at GA4GH, and as necessary, the Work Streams.

While the Partner Engagement Coordinator will report to the Partner Engagement Manager, they may be assigned to work with other members of the GA4GH staff or to independently support a specific Work Stream. As part of the globally distributed staff of GA4GH, the Partner Engagement Coordinator will work with a set of key stakeholders who are diverse in geography and discipline - including but not limited to clinicians, genomics researchers, and software engineers throughout Europe, the Americas, Asia, and Africa.

This position is temporary, full-time for one-year.

To learn more about working at OICR, visit our [career page](#).

The responsibilities include:

Act as a liaison between Work Streams and Partner Engagement groups, effectively communicating identified needs and opportunities for collaboration to members of the GA4GH community including leadership, Work Stream contributors, Work Stream Managers, and the GA4GH staff.

Be a key point of contact for all coordination questions associated with GA4GH's Partner Engagement activities.

Track, and provide support to deliver on, scheduled projects.

Support the Partner Engagement Manager in guiding Study Groups through the product development and approval process.

Draw on institutional and technical knowledge to facilitate collaboration between assigned Partner Engagement groups and Work Streams to ensure harmony across all GA4GH projects.

Ensure the proper running of the groups through conflict resolution, finding creative solutions to challenges, and understanding the intricacies of working with global, asynchronous teams.

Deliver high-quality documents for review and feedback by the Partner Engagement Manager, Work Stream Managers, and other GA4GH staff, including leadership.

Prepare presentations and communication materials for internal and external audiences.

Coordinate the activities of assigned Partner Engagement groups by scheduling meetings, preparing materials, drafting agendas, recording meeting minutes, etc.

Respond to external inquiries regarding GA4GH's Partner Engagement activities.

Help maintain the GA4GH contact database (Hubspot).

Support planning for biannual in-person meetings, with a focus on workshops and sessions relating to the CoIs, GIF, and NIF.

Attend regular GA4GH Standards Steering Committee meetings and video conferences and prepare materials as required.

Keep abreast of relevant scientific developments.

Qualifications:

Completion of a Bachelor's degree in a health-related field (e.g. Life Science, Molecular Biology, Bioethics) or recognized equivalent.

Experience in project coordination or management.

Previous work experience with international complexity is a plus.

Excellent written and oral communication skills (English).

Above-average organisational skills.

Excellent analytical, problem-solving, and time management skills.

Independent and self-motivated - able to work both collaboratively and autonomously.

Experience preparing documents, slides, and spreadsheets.

Above-average people skills.

Ability to work flexible hours to manage Work Streams that include contributors from many time zones.

Ability to thrive in a fast-paced, dynamic environment.

Familiarity with basic concepts around genetics and genomics.

Ability to manage tasks involving multiple stakeholders and competing deadlines.

Familiarity with the GSuite environment.

Familiarity with Hubspot.

Familiarity with scheduling and managing conference calls through Zoom.

Familiarity with or interest in the ethico-legal aspects of genomics, clinical genomics, researcher identity management, data access and authorisation, cloud computing, and/or data modelling.

OICR is a collaborative, not-for-profit research institute accelerating the development of new cancer research discoveries for patients around the world while maximizing the economic benefit of this research for the people of Ontario. We are dedicated professionals who bring expertise to each of our roles. We are looking for individuals who share our values of excellence, innovation, collaboration, impact, responsibility and community.

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

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

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.

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

Resume Format: If you elect to apply, you will need a text or HTML version of your resume so that you can cut and paste it into the application box provided. Before you submit the completed application, you will be asked to attach one or two files to your application. Please attach your resume as a .pdf or .doc file.