

# JOB POSTING

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## COORDINATOR

**Status:** Full time (7 hours/day for 5 days/week)

**Organization:** Lady Davis Institute for Medical Research, Jewish General Hospital (JGH), Montreal

The McGill Centre for Translational Research in Cancer (MCTRC) is currently looking to fulfill the Montreal-based position of a Coordinator. The Coordinator will provide support and assistance to the Director of the MCTRC and MCTRC investigators. The Coordinator will report to the Director of the MCTRC and the Translational Research Program Manager.

This position requires presence on site (hybrid work schedule, if necessary).

**Start date:** June 1, 2022 (at the latest)

**Application deadline:** May 6, 2022

**To apply:** please submit a cover letter, complete CV and two references **in a single PDF document**. Please address your communication to Dr. Gerald Batist and submit the requested materials to [joo.park@ladydavis.ca](mailto:joo.park@ladydavis.ca) and [Miriam.santos.ccomtl@ssss.gouv.qc.ca](mailto:Miriam.santos.ccomtl@ssss.gouv.qc.ca)

### Key responsibilities

- Oversee administrative and financial operations of the MCTRC, including but not limited to:
  - o Maintaining the Centre's CO2 system
  - o Scheduling and coordinating meetings
  - o Managing the schedule of the Director's schedule
  - o Bookkeeping, budgeting, reporting
- Provide administrative assistance in the organization of workshops and seminar series
- Assist in the implementation of a translational research training program
- Assist in grant writings and applications in multicentre research proposals
- Write scientific and financial reports to funding agencies
- Elaborate financial and scientific reports to funding agencies on ongoing projects
- Coordinate various cancer research activities and projects according to the timelines and the deliverables
- Data entry for projects, as needed
- Assist in the protocol submission to ethics review board, amendments, and annual renewals

- Improve, streamline and harmonize the best practices of the translational research activities (biobanks and tumor boards)
- Create and manage content for the MCTRC's and the Segal Cancer Centre's websites and various promotional materials

### **Desired experience and qualifications**

- Minimum a **Master's degree** in a health-related field. Familiarity with the academic research and/or clinical environment.
- Prior experience in coordinating projects and interacting with a wide range of people is an asset
- Proactive and takes initiatives
- Flexible and solution-oriented
- Excellent written and verbal communication skills
- Ability to work in a team and independently
- Technical skills including proficiency in MS Office (Excel, Word)
- Detail-oriented with strong organizational skills
- Ability to handle multiple projects/timelines and prioritize time-sensitive issues
- Bilingual - French and English, spoken and written.

This position requires adequate protection against COVID-19.