
Coordinator, Screening & Early Detection (Level 4)

Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

With funding from Health Canada, our work spans the cancer control continuum, from prevention and screening to research and supportive care. We endeavour to embed a person-centred perspective in all of our work, and have specific efforts in underserved areas such as rural, northern, and remote communities. We strive to be culturally responsive to the needs of First Nations, Inuit and Métis communities. Through collaboration, we are delivering results against the immediate, intermediate and ultimate outcomes of the Strategy, effecting system-level change and reducing the burden of cancer on Canadians.

This position is part of the Cancer Control Division. This Division is responsible for overall delivery of the Strategic Priorities in the Partnership’s mandate, with a focus on the Partnership’s Programs and the development of effective and strategically salient initiatives through effective working relationships with clinical, medical, professional and stakeholder partners to reduce the impact of cancer on Canadians. This Division drives the Partnership’s core mandate of reducing the risk of cancer, lowering mortality, and improving the experience of Canadians affected by cancer through collaboration with system partners. It works in close collaboration with the other Divisions to develop, deliver and report ongoing progress on an effective cancer control strategy.

Overview of Role

Reporting to the Specialist, Screening & Early Detection, the Screening Coordinator is responsible for assisting in the planning and execution of national programs related to cancer screening. Primary responsibilities include planning and alignment of priorities, monitoring project milestones and ensuring action items are followed through for specific networks or projects, meeting and event coordination and handling queries.

Mandate-Specific Accountabilities

- Provide national network, program and project coordination and support
 - Coordinate overall deliverables of specific national networks, programs or projects
 - Support the Screening & Early Detection team on working groups
 - Work closely with the portfolio team to ensure work remains aligned with portfolio priorities
 - Provide support in monitoring project action items and communicate actual or anticipated variances to the team for corrective action.

- Manage correspondence, databases, records management systems, and paper and electronic filing systems for the team, ensuring accessibility of data
- Proactively update Contact Records Management (CRM)
- Liaise with Communications on internal communications (e.g. Partnership Update)
- Support the development of collaborative spaces content
- Acts as liaison between the Screening & Early Detection team and the other administrative assistants/coordinators in the division/organization
- Assist the Specialist/Manager/Director as needed
- Organize meetings and events including national networks, working groups and expert panels
 - Plan, organize and manage department-related stakeholder meetings with assistance of Administration Support and/or Event Planning Coordinator, as needed
 - Coordinate and correspond with various stakeholders, manage the timelines for and create, collate and disseminate meeting materials, agendas, binders and presentations, capture meeting minutes and follow-up items, other related duties
 - Collaborate with the Portfolio Administration Support to organize and handle meeting logistics, as needed
 - Maintain records of event aspects, including financial details, attendees and invoices, and updates the events tracking system accordingly

General Accountabilities

- Drive innovation and culture change by delivering accelerated impact and reinforcing a collaborative culture
- Accountability for collaboration across divisions and portfolios, and with external partners
- Support Director and team Accountabilities
- Support achievement of strategic priorities and core enabling functions
- Support division strategy and goals, allocating resources and delivering results on time and within budget

Division of Time by Area of Accountability

- Delivering Core Mandate: 50-60%
- Driving Collaboration: 10-15%
- Supporting Director/Specialists: 15-20%
- External Relationships: 10-15%

Essential Skills and Attributes

- Strong internal and external relationship management skills, ability to professionally interact with and establish solid working relationships with key internal and external stakeholders, executives and health experts, vendors and colleagues
- Solid analytical skills
- Good online research skills an asset (e.g., published article searches)

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- Knowledge of administrative protocols and office procedures
 - Ability to proactively manage and respond to change
 - A commitment to collaboration and a joint-accountability approach
 - Service oriented
 - Excellent verbal and written communication skills to answer queries and prepare correspondence and reports required; in both official languages an asset
 - Adaptability, flexibility, diplomacy and tact
 - Excellent organizational, project management and problem solving skills; detail oriented
 - Self-motivation and initiative
 - Ability to prioritize and multi-task within a fast-paced environment
 - Ability to travel within Canada if needed

Experience and Education

- College/University level degree, with related training in administration
- A minimum of 3 years' experience in administrative and/or project management roles
- Experience coordinating events with both internal and external stakeholders including arranging travel for attendees
- Experience acting as a point of contact and managing issues, as required
- Demonstrated superior computer skills including MS Office suite (MS Word, Excel, PPT), Internet, Email
- Knowledge of and experience with document management systems
- Experience in not-for-profit sector is an asset