

Project Coordinator, Special Projects

About SickKids

Dedicated exclusively to children and their families, The Hospital for Sick Children (SickKids) is one of the largest and most respected paediatric healthcare centres in the world. As innovators in child health, we lead and partner to improve the health of children through the integration of healthcare, leading-edge research and education. Our reputation would not have been built – nor could it be maintained – without the skills, knowledge and experience of the extraordinary people who come to work here every day. SickKids is committed to ongoing learning and development, and features a caring and supportive work environment that combines exceptionally high standards of practice.

When you join SickKids, you become part of our community. We share a commitment and determination to fulfill our vision of *Healthier Children. A Better World.*

Don't miss out on the opportunity to work alongside the world's best in paediatric healthcare

Position Description:

The Project Coordinator position in Research Awards and Financial Services (RAFS) will report to the Controller, Special Projects in RAFS, and be part of a team responsible for approximately \$150 million in annual grant revenues. The successful candidate will perform functions such as coordinating reporting of the Research Institute scorecard, support the training and development program, coordinating research expense report submissions, manage the RI Scientific Retreat and support other strategic projects as required.

Here's What You'll Get To Do:

- Assists the Controller, Special Projects, and other RAFS team members with various projects such as planning, tracking, monitoring, documenting and reporting
- Compiles all Research Institute and RAFS scorecard reporting, including coordination with various data stewards
- Compiles reporting and email communication to all employees with overdue expense reports for purchase credit card transactions (p-card)
- Supports Special Projects team in expense reasonability investigations
- Maintains RAFS website, including updating for training dates, training materials and other relevant information
- Supports Special Projects team with training and development tasks such as finalizing training materials, setting up training sessions for online sign-up (via iLearn), communication, conducting surveys for feedback, etc.
- Support Special Projects team with compilation of ad hoc reporting requests
- Main lead and contact for managing the RI Scientific Retreat with internal staff as well as external vendors
- Maintains timely communications with all team members, including internal SickKids staff and external vendor staff
- Assists with organizing / scheduling meetings, prepares agendas and minutes for designated meetings
- Assists with preparation of stakeholder presentations, including executive stakeholders and sponsors
- Assists with expense report review as required
- Performs analysis and monitoring
- Uses project management standards and procedures for project reporting and documentation
- Other related duties as assigned

Here's What You'll Need:

- Bachelor's degree or equivalent work experience
- Previous experience in project or program coordination considered a key requirement/qualification.
- Experience in project coordination activities with complex and large scale projects an asset
- Highly computer literate with advanced knowledge of MS Office (Excel, PowerPoint and Word)
- Well-developed analytical, problem-solving skills; advanced organizational, administrative and multi-tasking skills
- Excellent verbal and written communication skills

- Attention to detail
- Ability to work independently and in a team environment
- Must be self-motivated, proactive, and have demonstrated excellence in organizing and prioritizing workflow in a fast paced and high volume environment
- Familiarity with project management methodologies (i.e. PMBOK) a definite asset
- Some accounting and reconciliation knowledge is preferred
- Ability to monitor expenditures and maintain data
- Knowledge of PeopleSoft and SharePoint is preferred
- Experience working in grants management or non-profit is an asset

Employment Type: Full Time, Permanent

Our Commitment to Diversity

SickKids is strongly committed to diversity within its community and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups and others who may contribute to diversity within our organization.

If requested, SickKids is proud to make available accommodations to support applicants with disabilities during the interview and assessment process. Information received relating to accommodation will be addressed confidentially. SickKids is also committed to providing services in both official languages and our preference is to hire employees who are fluent in both English and French whenever possible.

Thank you for your interest in joining SickKids. Only those applicants selected for an interview will be contacted. In accordance with our Hospital policy, employment at SickKids is conditional upon the Hospital's receipt of all necessary documentation.

How to Apply

<https://www.sickkids.ca/CareersVolunteering/index.html> – **Project Coordinator (10621)**

Tip: Combine your cover letter and resume into ONE document as you cannot upload multiple documents as part of your application. If you are still experiencing technical difficulties please email ask.hr@sickkids.ca to send us a short description of the issues you are experiencing. Please note that we will not accept resumes sent to this inbox but we are happy to respond to requests for technical assistance.