



Chemical Institute of Canada | **For Our Future**
Institut de chimie du Canada | **Pour notre avenir**

Program Coordinator Job Posting

The Chemical Institute of Canada (CIC) is looking for an energetic, collaborative, and organized person to develop meaningful experiences for participants at our annual conferences and year-round events. You will be part of a national office staff team located in Ottawa and across Canada.

This role is vital to the success of the integrated conference organization committees that are struck for each conference. You will be working on a portfolio of conferences and a variety of programming needs for multiple conferences and events simultaneously.

Your knowledge and experience in the chemical sciences and/or your aptitude to develop, assimilate and connect the dots to propose innovative programming experiences for our diverse chemical science community will provide you with a rewarding experience in this role.

Basic Function:

Detailed-oriented, effective, and engaged **Program Coordinator**, working in conjunction with staff team members and external leaders in their field as part of a conference organizing committee, responsible for providing project management, technical support, and coordination of programming for conferences and other programs of the CIC.

As a member of the conference and event services team, this role is an integral member of Conference Organization Committees for two annual national conferences under the auspices of the CIC that are held across Canada; the Canadian Chemistry Conference and Exhibition (CCCE) with typically over 2,000 attendees and 2,000 submissions and the Canadian Chemical Engineering Conference (CCEC) with over 1,000 attendees and 1,000 submissions.

This role will work in close collaboration with team members in event organization, communications, and membership services, as well as members of the Conference Organization Committee, and the chemical sciences community. Although the national conferences are the primary focus for the role, within the scope of this role you are asked to support other conferences, events, and programming that the CIC organizes throughout the year.

Responsibilities:

With minimal oversight, and working in collaboration with Conference Organizing Committees, and community volunteers, delivers on all aspects of the administration, planning, and scheduling of programming for a minimum of two national conferences per year, plus year-round programming, including:

- Coordination and management of abstract submission and acceptance, registration, assignment of speakers and posters, program scheduling, etc.;
- Building and publishing of the program for the national conferences through web and mobile app formats;
- Support the development of marketing and promotional material related to conferences and events;
- Lead contact for various committee chair(s), part of the Conference Organizing Committee; Subject Division Executive Committees, and Chemical Education Fund.
- Identify workflow and process improvements for your portfolios and, in conjunction with web and mobile app developer, design and implement improvements;



- In conjunction with team members, design and build conference plan for integrated program to complement all other aspects of the conferences;
- Ensure accuracy of program content in all media;
- Responds to inquiries regarding conference programs from presenters, delegates, and other stakeholders;
- Contribute to both physical and virtual event experience improvements;
- Provide feedback and develop recommendations on all aspects of business technology affecting conference processes;
- Other related duties, as necessary.

Qualifications:

- Science acumen and experience in attending learned conferences. Experience in organizing learned conferences or other professional events will be considered an asset. Familiarity with CIC conferences will be considered an asset;
- Effectively communicating across a large spectrum of training, experience, position, stature, and cultures among university faculty and administration, government, industry, and CIC staff;
- Proven ability to anticipate, identify, assess, and develop solutions and improvements to workflow and business tools to meet objectives;
- Demonstrated savviness in technology (software) and virtual events;
- Experience using databases and extracting and analyzing data;
- Aptitude to assess and identify workflow improvements to meet business needs and then take action to improve technology and/or work processes with application development software developer in a timely manner;
- Demonstrated experience in project management and organization / time management skills;
- Strong interpersonal, analytical, written, and oral communication skills;
- Ability to manage multiple projects and priorities independently and efficiently with attention to detail;
- Ability to meet agreed-upon deadlines and deliver results in a dynamic and diverse environment;
- Superior customer service acumen;
- Proficient in *Microsoft* suite of products (*Word, Excel, PowerPoint*);
- Experience using Zoom webinar and facilitating events through that platform;
- Bilingualism (English/French) is strongly preferred; and
- Advanced degree (MSc, PhD) in the field of chemical sciences or related science served by the CIC community (chemistry, chemical engineering, biochemistry, bioengineering, etc.) is strongly preferred.

Requirements:

- Travel within Canada at least two times in the year for 5-6 days duration each including weekends; typically late May/June and October for national conferences; other travel maybe required for additional events.

Job Attributes:

Location

- Remote (organization based in Ottawa, but office is remote and applicants located anywhere in Canada are welcome)

Schedule

- Full-time; 35 hours per week;
- Flexible working hours with leadership pre-approval; arrangements can be made on one-off basis and/or agree upon a structured alternate work arrangement;
- Any arrangements will be based on business needs and dependant upon the successful candidate's experience and qualifications.

Employee Status

- Regular; indefinite term.

Job Type

- Experienced; early career.

Dated Posted:

- May 25th, 2021

About the CIC

The CIC is an unmatched network of professionals that champions the advancement of the chemical sciences in Canada. As a member-based not-for-profit association, the CIC helps our members connect, learn, celebrate excellence, and grow their careers.

[Learn more about how the CIC serves almost 5,000 chemical science professionals across](#) Canada and how you as part of the team will help the CIC to fulfill its vision of being *“A fully interconnected Canadian chemical sciences community that works together for the advancement of understanding, for sustainability, and for national and global prosperity”*.

APPLY

To be considered for this role, please provide a Cover Letter and Resume as to the suitability of candidacy by email to apply@cheminst.ca.

Submissions will be reviewed on a rolling basis, beginning on **Thursday, June 3rd, 2021**. The posting will be open until a suitable candidate is found. We thank all applicants for their interest; only those selected for an interview will be contacted.

The CIC is an equal opportunity employer. Qualified candidates are encouraged to apply; however, Canadian Citizens and permanent residents will be given priority. The CIC is strongly committed to employment equity and encourages applications from all qualified candidates, without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.