



November 4, 2019

Programs Administrator

The Organization

Brain Canada is a dynamic charitable foundation that designs and develops research programs and funds transformative brain research across Canada. Brain Canada raises funds to support brain research and stewards the Canada Brain Research Fund, an innovative private-public partnership supported by Health Canada and more than 100 partners and funders. Brain Canada promotes a “One Brain, One Community” approach that views the brain as a single interconnected system and fosters a stronger, more networked brain community across Canada. For more information, see braincanada.ca

Position Summary

In close collaboration with other staff, the Programs Administrator contributes to the achievement of Brain Canada’s mission by assisting the Programs Team with the *Future Leaders in Canadian Brain Research Grants Program*. This will be a large funding competition that will be held on a yearly basis to support early-career investigators, with the objective to build Canada’s pipeline of future leaders in brain research and a foundation of research excellence and innovation. Responsibilities may also include assisting on other Brain Canada programs in a similar capacity as needed, and time permitting. The Programs Administrator position is located in Montreal, and will report to Brain Canada’s Program Managers.

Responsibilities

- Provides day-to-day administration and coordination of research funding programs.
- Assists with funding competitions through the administration of applications.
- Works within the grants management system (SmartSimple) to input information, generate reports, monitor the system, assign tasks, and propose improvements.
- Fields and directs external inquiries on program-related matters.
- Organizes incoming reports from funded researchers and relays to appropriate Program Manager.
- Updates and maintains program-related databases and spreadsheets.
- Arranges meetings and teleconferences related to program activities.
- Coordinates the storage and organization of program documents, and collection of data for reporting to Brain Canada, Health Canada, and funding partners.
- Assists in the preparation of letters, documents, presentations, and other written materials as needed.
- Maintains familiarity with the work of Program Team members in order to fill gaps temporarily, if needed.
- Other duties as assigned.



Qualifications

- Experience coordinating multiple projects (multi-tasking).
- Bachelor's or Master's degree in neuroscience or a related field.
- Experience working in an administrative capacity, preferably within a research organization.
- Knowledge of the research funding process an asset.

Key Skills and Attitudes

- Positive attitude and highly motivated team player;
- Excellent organizational and problem-solving skills;
- Diligent with excellent attention to detail;
- Familiarity with spreadsheets (Excel), databases, online applications, web conferencing and office software;
- Excellent interpersonal skills; able to deal calmly and effectively with dissatisfied individuals on occasion;
- Excellent written and verbal communications skills;
- Ability to effectively manage multiple tasks of varying complexities, meet tight deadlines, and work well under pressure;
- Flexible and adaptable to changing priorities;
- Available to work outside normal office hours as needed;

Priority will be given to candidates who have the ability to work in both official languages.

Brain Canada is an equal opportunity employer that offers a dynamic work environment and attractive compensation and benefits. To apply for an open position, please send your cover letter and resume to careers@braincanada.ca. We thank you for your interest in joining our team. That being said, only those selected for an interview will be contacted.

Candidates are encouraged to apply promptly as they will be considered on a rolling basis until the position is filled.