



**Job Title:**

Indigenous Pathways Project Coordinator (Contract Position)

**Expected salary:**

\$69,964 to \$76,143

**Reporting Structure:**

This is a 12-month contract opportunity reporting to UBC Assistant Professor and Canada Research Chair Dr Warren Cardinal-McTeague, and Candice Loring Genome BC Director, Indigenous Relations and Initiatives

**Job Scope:**

The Indigenous Pathways Project Coordinator, is responsible for:

- Leading project management of Indigenous pathways into genomics programs
- Coordinate various projects and portfolio efforts related to SING Canada initiatives
- Leading project management of Indigenous governance initiatives

**Duties and responsibilities:**

**Essential Functions:**

- Provide high level administrative, and project management for Indigenous genomics pathways programs and initiatives
- Support the planning and implementation of the summer internship for Indigenous peoples in Genomics (SING) Canada summer training program and additional meetings in collaboration with other SING national programs
- Support pathways to STEM workshops and Indigenous Citizen Science network
- Support Indigenous governance initiatives
- Develop, maintain and oversee financial reports
- Grant writing to secure additional funding for Indigenous genomics pathways programming
- Keeping track of university and grantor deadlines and submit summary/financial reports
- Manage email, website, and social media platforms

**Education and Experience OR Required Qualifications, Skills & Abilities:**

- An undergraduate degree and demonstrated interest in Indigenous governance topics, especially those related to science, technology, and/or environment
- Experience engaging with Indigenous communities and understanding of Indigenous ways of knowing and being
- Experience in grant writing
- Strong presentation and research skills
- Strong time management skills and organizational capabilities with the ability to manage competing priorities within tight timelines
- Self-motivated, strong ability to multi-task and prioritize actions with a strong attention to detail

- Ability to drive projects independently as well as within a multidisciplinary team environment
- Excellent verbal and written communication with the ability to communicate to a variety of audiences
- Strong proficiency using Microsoft Office Suite (MS Teams, OneDrive, OneNote, Outlook, PowerPoint, SharePoint)

**How to apply:**

Applicants should include a current CV/resume with a cover letter indicating the anticipated start date and the names and contact information for at least two references. Please send the application in MS Word or PDF via email to [careers@genomebc.ca](mailto:careers@genomebc.ca)

**Application deadline: 5:00PM, Feb 21<sup>st</sup>, 2025**

We thank you for your interest in Genome BC. Only those candidates shortlisted for interviews will be contacted. No phone calls please.

**About Genome British Columbia:**

Genome British Columbia leads genomics innovation on Canada's West Coast and facilitates the integration of genomics into society. A recognized catalyst for government and industry, Genome BC invests in research, entrepreneurship and commercialization in life sciences to address challenges in key sectors such as health, forestry, fisheries, aquaculture, agri-food, energy, mining and environment. Genome BC partners with many national and international public and private funding organizations to drive BC's bioeconomy. In addition to research, entrepreneurship and commercialization programs, Genome BC is committed to fostering an understanding and appreciation of the life sciences among teachers, students, and the general public. [www.genomebc.ca](http://www.genomebc.ca)

*At Genome BC, we believe we are made stronger by our unique combination of culture, race, national or ethnic origin, religion, sex, gender identity, sexual orientation, marital or family status, physical or mental disability unrelated to job requirements, genetic information, or age. We are committed to advancing a culture that values diversity and inclusivity, including recruiting and developing a well-qualified and diverse workforce that embraces and encourages different perspectives.*

**Our Values:**

- **Integrity** is at the core of our decisions and actions
- **Empathy** is integral to our relationships
- **Commitments** are honoured with passion and purpose
- **Boldness** and agility motivate our pursuits
- **Curiosity** and wonder inspire us