

**Job Title:**

Research and Innovation Coordinator

**Salary Range:**

\$65,000-\$75,000

**Reporting Structure:**

Full-time permanent reporting to Director Operations, Research and Innovation

**Job Scope:**

Provides coordination and operational support for Research & Innovation (R&I) activities, with a focus on process improvement, standardization and workflow optimization. The role supports the development and implementation of efficient processes, including automated workflows, tools and documentation to strengthen R&I program administration and post-award management. It plays a key role in supporting the integration and effective use of Proposal Central across R&I and with Genome BC funded project teams. In addition, the role provides administrative support, including meeting coordination/scheduling, invoice processing, payments and travel arrangements – as required.

**Duties and responsibilities:**

- Support the ongoing development, standardization and document control of R&I materials, including checklists, process guidelines, reference and training documents and reporting templates related to Genome BC program operations and post-award management.
- Assist in the design, implementation and maintenance of automated workflows, including processes involving multiple reviewers and approval stages.
- Support the continued integration, adoption and use of Proposal Central across R&I and its funded projects.
- Update and coordinate R&I department calendar with key timelines and deadlines.
- Coordinate travel arrangements for members of the R&I team
- Coordinate the collection and compilation of R&I data and reports for Genome BC's quarterly and annual reporting cycles, including inputs for executive reporting and committee meetings (e.g., Board of Directors and associated committee).

- Provide program support by assisting with reviewer engagement, Salesforce data entry and invoice processing.
- Provide data entry support for the Genome BC Project Database.

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

- Minimum 3-5 years experience in research administration or project coordination
- Knowledge of research funding process and management is considered an asset
- Previous experience supporting the high-level activities of a fast-paced, dynamic and demanding environment with frequent and tight deadlines
- Demonstrated organizational, analytical and problem-solving skills
- Ability to think broadly and understand strategic priorities; multi-tasking and prioritizing actions while maintaining a strong attention to detail
- Excellent knowledge of multiple operational processes and best practices
- Ability to streamline processes and implement solutions that boost speed and efficiency while supporting rapidly shifting business demands and competing priorities
- Excellent English grammar and communication skills, both verbal and written
- Familiarity with database systems, CRMs, Adobe Acrobat and proficiency using Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, SharePoint)
- Self-motivated with the ability to work independently, with minimal supervision and with a multidisciplinary team

### **How to apply:**

Applicants should include a current CV 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: 5PM July 3, 2026**

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

### **About Genome British Columbia:**

*Genome BC is a not-for-profit organization that has advanced genomics research and innovation for 25 years, growing a world class life sciences sector in BC and delivering sustainable benefits for British Columbia, Canada and beyond. Genome BC has attracted over \$1.1 billion in direct co-investment to the province, which has contributed to funding more than 600 genomics research and innovation projects.*

*These initiatives enhance healthcare and address environmental and natural resource challenges, improving the lives of British Columbians. Genome BC also integrates genomics into society by supporting responsible research and innovation and fostering an understanding and appreciation of the life sciences among educators, students and the public. [www.genomebc.ca](http://www.genomebc.ca)*

**Our Values:**

- **Integrity** and accountability are at the core of our decisions and interactions.
- **Curiosity** and creativity inspire us to imagine what is possible.
- **Boldness** and agility motivate our actions.
- **Excellence** through teamwork and collaboration.
- **Empathy** calls us to meet people where they are.