

Program Coordinator, SPARK Alberta, Department of Medicine

Job ID: 30723

Updated: Yesterday

Location: Foothills Campus

We would like to take this opportunity to acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Districts 5 and 6.

Position Overview

The **Ward of the 21st Century** in the **Cumming School of Medicine** invites applications for a **Program Coordinator, SPARK Alberta**. This Full-time Fixed Term position is for approximately 6 months (based on length of grant funding), with the possibility of extension.

W21C is a research and innovation initiative within the O'Brien Institute for Public Health at the University of Calgary. In 2019, W21C became a partner in Stanford's University SPARK Global Program. SPARK Calgary, which rebranded to SPARK Alberta with funding from Alberta Innovates in 2023. The program supports innovators by providing access to a group digital health and industry advisors, curated educational opportunities, and connections to the innovation ecosystem.

Reporting to the Director, Development and Partnerships at the W21C, the SPARK Program Coordinator will be a part of the SPARK Alberta team and work closely with the broader W21C team to provide program coordination, communications, and events support to the SPARK Alberta program. The position can experience a high volume of work of varying complexity, often involving confidential issues. Work is driven by deadlines, and occasional evening or weekend work may be required.

Position Description

Summary of Key Responsibilities (job functions include but are not limited to):

- Program coordination:
 - Develop, coordinate, and carry out operational and administrative activities on behalf of SPARK Alberta
 - Advise the SPARK Alberta team on the efficient use of the University's business systems
 - Support committee, event, and project meetings including distribution of meeting packages, and recording and drafting minutes
 - Review, track and organize incoming/outgoing correspondence to identify priority items and respond to requests in a timely manner
 - Act as a first point of contact for internal and external partners interested in learning more about SPARK Alberta
 - Work closely with the SPARK Alberta and W21C team to ensure a smooth and effective workflow between team members
 - Assist in financial tracking and management of grants, including the completion of financial transactions and transfers
 - Continually manage multiple, shifting priorities, and ensure that deadlines and commitments are met
- Communications:
 - Interact frequently and independently with the SPARK program team to coordinate activities and events central to the programs' mandates
 - Contributes to communication activities for SPARK including emails, website updates, stories, social media posts
 - Identify opportunities to share news about SPARK and SPARK teams and related digital health activities

- Use initiative and good judgment, and work in a cooperative, timely and efficient manner that is proactive in communicating and sharing information
- Events Support:
 - Support SPARK Alberta with tasks related to project presentation sessions, SPARK Global collaboration events, and other events as required, including technology, communications, and finances
 - Schedule and organize meetings, workshops, seminars, delegations/tours, and special events including room bookings, ordering food, organizing setup of comm/media equipment if required, preparation of room including audio-visual system, assembling meeting packages
 - Support the planning and delivery of key SPARK Alberta events
 - Attend and support ecosystem partner events as needed

Qualifications / Requirements:

- Undergraduate degree in business or a related field required
- A post-secondary certificate in Administrative Information Management an asset
- Minimum of 5 years experience in an administrative or operational position with demonstrated increased responsibilities required
- Experience working in a post secondary institution or public sector an asset
- Familiarity with digital health or health technology considered an asset
- Experience collaborating and working amongst multiple organizations
- Proven ability to work collaboratively with team members from a variety of disciplines is essential
- Strong interpersonal skills, with demonstrated professionalism and diplomacy, discretion, courtesy and respect in all interactions
- Ability to act decisively and to exercise a high degree of initiative and sound judgment
- Strong written and verbal communication skills are a necessity
- Advanced skills in Microsoft Word, Outlook, Excel, PowerPoint, Adobe Acrobat, and the ability to acquire a high-level understanding of the university business systems (e.g., PeopleSoft)
- Previous experience with University of Calgary processes and procedures is desirable

Application Deadline: January 13, 2024

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

Additional Information

This position is part of the AUPE bargaining unit, and falls under the **Operational/Administrative Job Family, Phase 3**.

To find out more about management and staff opportunities at the University of Calgary and all we have to offer, view our [Management and Staff Careers website](#). For more information visit [Careers in the Cumming School of Medicine](#).

The University strongly recommends all faculty and staff are fully vaccinated against COVID-19.

About the University of Calgary

UCalgary is Canada's entrepreneurial university, located in Canada's most enterprising city. It is a top research university and one of the highest-ranked universities of its age. Founded in 1966, its 36,000 students experience an innovative learning environment, made rich by research, hands-on experiences and entrepreneurial thinking. It is [Canada's leader in the creation of start-ups](#). [Start something](#) today at the University of Calgary. For more information, visit ucalgary.ca.

The University of Calgary has launched an institution-wide [Indigenous Strategy](#) committing to creating a rich, vibrant, and culturally competent campus that welcomes and supports Indigenous Peoples, encourages Indigenous community partnerships, is inclusive of Indigenous perspectives in all that we do.

As an equitable and inclusive employer, the University of Calgary recognizes that a diverse staff/faculty benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to removing barriers that have been historically encountered by some people in our society. We strive to recruit individuals who will further enhance our diversity and will support their academic and professional success while they are here. In particular, we encourage members of the designated groups (women, Indigenous peoples, persons with disabilities, members of visible/racialized minorities, and diverse sexual orientation and gender identities) to apply. To ensure a fair and equitable assessment, we offer accommodation at any stage during the recruitment process to applicants with disabilities. Questions regarding [diversity] EDI at UCalgary can be sent to the [Office of Equity, Diversity and Inclusion \(equity@ucalgary.ca\)](mailto:equity@ucalgary.ca) and requests for accommodations can be sent to Human Resources (hrhire@ucalgary.ca).

Do you have most but not all the qualifications? Research show that women, racialized and visible minorities , and persons with disabilities are less likely to apply for jobs unless they meet every single qualification. At UCalgary we are committed to achieving equitable, diverse, inclusive and accessible employment practices and workplaces and encourage you to apply if you believe you are right for this role.

We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.

APPLY NOW

Need help?

View our [Application FAQs](#) for answers to common questions regarding the application and selection process.