



Colorectal Cancer Canada

JOB DESCRIPTION

Position Title: Program Manager

Position: Full-time

Location: 1350, Sherbrooke St. West, Suite 300, Montreal, Quebec

Hours of Work: Monday - Friday, 35 hours/week

Objectives:

Program Management

The Program Manager is responsible for planning, developing and executing all programs in a cohesive and thoughtful way to the benefit of colorectal cancer patients, stakeholders and Colorectal Cancer Canada ("CCC"). The Program Manager identifies the needs of our target audience with an 80% focus on patients, those that are servicing patients, pharmacies, physicians. The Program Manager needs to ensure that the programs advance CCC's mission and meet the strategic direction of the organization: Awareness, Education and Advocacy.

Reports To: Senior Program Manager or Executive Director

Responsibilities:

- Supports CCC's mission, vision and values
- Helps raise awareness and educate and support patients along their journey
- Researches and communicates colorectal cancer prevention, treatment, and epidemiological trends
- Plans, develops and executes programs based on patient and stakeholder needs
- Assists in knowledge translation of scientific information for the public (e.g. assist drafting of Clinical Research Updates)
- Creates and delivers research and education programs based on best practices utilising a variety of platforms; social media, print, online etc.
- Assists in identifying, writing and reporting proposals/grants
- Evaluates and reports on programs and ensures objectives are met
- Engages with patients, caregivers and funders
- Supports patients and collects real world evidence
- Ensures programs are aligned with strategic objectives and priorities
- Establishes and measures metrics throughout the program
- Manages the coordination of program activities
- Measures impact of all programs
- Promotes and publishes program results

- Performs needs analysis, develops materials, determines best practise methodologies
- Communicates with health care professionals, patients, industry, and other stakeholders to help advance CCC initiatives

Qualifications & Experience:

- Master's degree in Science, Public Health, Epidemiology, Education or related health field
- At least 1 year experience in program development and/or project management
- Experience in health research or scientific research
- Experience in community engagement
- Understands and appreciates CCC's mission
- Ability to passionately and knowledgably articulate CCC's mission and initiatives to stakeholders
- Possesses dynamic communication skills with experience in knowledge translation (written, verbal and visual)
- Excellent computer skills
- Confidence and experience in public speaking engagements
- Team-oriented with strong interpersonal skills
- Ability to see the "big picture"
- Bilingual French and English
- Experience with non-governmental or non-profit organizations an asset

PLEASE SEND YOUR COVER LETTER AND CV TO:

**Carole Brohman
Executive Director**

caroleb@colorectalcancercanada.com