Colorectal Cancer Canada

JOB DESCRIPTION

Position Title: Program Manager  Position: Full-time

Location: 1 Westmount Square, Suite 1630, Westmount QC

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: Director, Programs

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