

## Job Opportunity: Programs Specialist

**Organization:** Innovate BC  
**Position Title:** Programs Specialist  
**Department:** Programs  
**Location:** Vancouver, B.C.  
**Employment Type:** Full-time, contract

---

### [About Innovate BC](#)

Innovate BC is a one stop service centre to connect BC innovators — large and small — with government funding, tools, resources and support. Every day, staff at Innovate BC come to work to serve and celebrate innovation in British Columbia, helping our industries grow, while ensuring the benefits of our thriving technology sector are felt by people in all regions of our province. Innovate BC is a Crown Agency of the Province of B.C.

### **About the Opportunity**

Reporting to the VP-Operations, the Programs Specialist provides assistance for the delivery of specified Innovate BC programs and participates in the design, administration, development and evaluation of funding programs.

The Programs Specialist has a critical role in the maintenance of relationships with external organizations during the course of performing day-to-day duties.

The Programs Specialist monitors approved projects to assess progress and approves expenditures. The Programs Specialist liaises with, and provides regular reports to: other departments, external program partners and the stakeholder community. At the department level, the Programs Specialist assists in the design and development of new programs, implementation, as well as undertakes ongoing review / evaluation of existing programs.

The Programs Specialist may, from time to time, conduct special studies and make presentations relating to their areas of responsibility.

In addition, the Programs Specialist initiates delivery of Innovate BC activities, including attending and speaking at events, seminars and meetings.

**Qualifications:** The successful candidate will:

- Have a post-secondary degree in a science, engineering or related discipline and considerable research and program administration experience; OR an equivalent combination of education and experience.
- Have a minimum of two years' experience as a Programs Specialist, Programs Coordinator or related position.
- Possess advanced planning, organizational, analytical and administrative skills.
- Have demonstrated sound communication, facilitation, interpersonal, supervisory and leadership skills.
- Have the ability to direct and manage multiple activities while maintaining attention to detail while making appropriate decisions regarding the progress of projects and disbursement of funds.



**innovate BC**

- Have the ability to foster effective working relationships with peers, clients, funding providers, volunteers, external officials and the public.
- Be comfortable learning to use database software to deliver programs.
- Have experience working with a start-up and/or the technology industry.
- Have knowledge of the skills required for entrepreneurship or the commercialization of technology.
- Have experience with coordinating events involving multiple stakeholders.
- Have experience with funding programs and grants.

---

**Salary:** \$48,000 - \$57,000 per annum

**Application Deadline:** December 14, 2018

**Starting Date:** Immediately

**Application Process:** Please send a resume and cover letter in Word or PDF format to [programs@innovatebc.ca](mailto:programs@innovatebc.ca).

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.