



PEDIATRIC ONCOLOGY GROUP OF ONTARIO

Program Assistant, Survivorship, Psychosocial and Strategic Initiatives Full-time

POGO is a champion of childhood cancer care. We work to ensure access to, and availability of, state-of-the-art cancer care for all of Ontario's children and childhood cancer survivors. We are a knowledge-based team of approximately 35 helping to make a difference in the lives of Ontario's childhood cancer community.

The Program Assistant, Survivorship, Psychosocial and Strategic Initiatives uses exceptional organizational, communication and time management skills to anticipate, prioritize and follow through on activities that ensure smooth operation of selected POGO programs and initiatives intended to fulfill the goals of POGO's Childhood Cancer Care Plan for Ontario.

The incumbent, reporting to the Director, Strategic Projects, and working closely with the Senior Clinical Program Manager and SAVTI Provincial Coordinator, as well as supporting the, Medical Director and the Senior Clinical Lead, Strategic Initiatives, will support the following programs and initiatives:

- The POGO AfterCare Program which works to prevent and address the long-term effects for childhood cancer survivors
- The SAVTI Program, POGO's school and work counselling program for childhood cancer survivors
- POGO's Provincial Psychosocial Services Committee and related initiatives
- Monitoring and updating of The Childhood Cancer Care Plan
- Other strategic initiatives, including improving care for adolescents and young adults experiencing cancer, palliative care and indigenous outreach

Key areas of responsibility are stakeholder relations, meeting and project coordination, information management and communications, including:

- Serving as a point of contact with, and proactively meeting the needs of, external stakeholders including volunteer committee members, clinicians and administrators from partner hospitals, and others
- Managing meeting logistics as we bring staff and stakeholders together to advance the programs and initiatives (e.g. site visits, coordinating meeting dates)
- Working with program and project teams to create efficient mechanisms to document and track initiatives, contracts and agreements
- Collecting and collating clinical data and ensuring it is of high quality and is reported in the most effective way, including formatting graphics/figures/tables, reports, documents, presentations and scientific posters
- Gathering information by phone and from document reviews and websites; retrieving research articles and updating Endnote libraries
- Crafting and/or editing program communications including webpages, social media posts, e-newsletters, scientific posters and abstracts, reports

Education/Experience:

- Undergraduate university or community college degree/diploma plus 1-3 years' relevant work/volunteer experience in project co-ordination, support or administration, or an equivalent mix of education and experience
- Volunteer or work experience in one or more of the following would be an asset:
 - Working in a healthcare or not-for-profit environment
 - Working with healthcare professionals; childhood cancer patients, survivors and their families; committees
 - Experience in communications, ideally including social media, website management, online event management and branding
 - Working with data/statistics and/or scientific literature

Skills and Attributes:

- Excellent verbal and written communication skills
- Excellent interpersonal skills and relationship-building capabilities, and the ability to interact with external stakeholders, staff and leaders in the organization
- Proficient in the use of MS Office software (Word, Excel, PowerPoint, Outlook)
- Experience operating projectors, teleconferencing and videoconferencing equipment
- Demonstrated time management and project tracking skills
- Excellent organizational skills; detail oriented; ability to effectively set priorities and multi-task
- Analytical, critical-thinking and creative problem-solving skills
- Able to work independently and as part of a collaborative team
- Demonstrated flexibility and adaptability in order to quickly respond to changing priorities and successfully meet deadlines under pressure

About our organization:

POGO's mission is to improve the circumstances of all children who are afflicted with cancer and those of their families and caregivers. As a collaboration of care providers and stakeholders, POGO plans for provincial needs and provincial coordination, and is the official advisor to Ontario's Ministry of Health on children's cancer control and treatment.

For more information:

www.pogo.ca

Facebook: @PediatricOncologyGroupofOntario (POGO)

Twitter/Instagram: @pogo4kids

POGO offers a competitive compensation package including full benefits and participation in a defined benefit pension plan with HOOPP (Healthcare of Ontario Pension Plan) as well as opportunities for professional development.

How to Apply:

Interested applicants are invited to send their resume and cover letter as one attachment to hr@pogo.ca by **August 12, 2019**.

POGO is committed to meeting the accessibility needs of all applicants throughout the recruiting and selection process. Applicants are encouraged to inform us of any accommodation requirements.

POGO thanks all applicants, however only qualified applicants will be contacted.