



Senior Program Specialist

POGO is seeking an experienced, results-driven Senior Program Specialist to lead key strategic projects and oversee data holdings for a portfolio of provincial programs that advance the system of care for children and families living with cancer.

If you are a multitasker who is entrepreneurial and can move from idea to execution towards success, we'd love to hear from you!

As a key POGO team member, the ideal candidate will have proven expertise in project management, stakeholder engagement, and the leadership of cross-functional teams. The role involves close collaboration with tertiary centres, community hospitals, system partners, and internal colleagues to ensure the effective and timely delivery of strategic initiatives.

Key Responsibilities:

Reporting to the Senior Manager, you will lead projects aligned with Ontario's [2025-2029 Childhood Cancer Care Plan](#) and contribute to data and data holdings development.

- **Program Development & Implementation:** Independently lead projects from initiation through to closure - such as creating new program materials, updating existing assets, and championing the launch and adoption of program databases.
- **Stakeholder Engagement:** Foster strong relationships with internal teams and healthcare partners, supporting project onboarding, training, and ongoing engagement. Serve as the primary liaison for multiple data holdings, leading onboarding and developing training materials for data-holding end users.
- **Project Planning & Execution:** Develop and manage project plans, ensuring clear accountabilities, realistic timelines, and measurable objectives. Produce and maintain organized and updated operational documents, including standard operating procedures, privacy impact assessments, and data dictionaries.
- **Change Management & Communication:** Design and deliver communication and training strategies to support adoption and integration of projects.
- **Performance & Risk Management:** Monitor program outcomes, analyze data, and identify opportunities for optimization. Proactively identify potential risks and recommend mitigation strategies.

- **Reporting & Documentation:** Prepare and present comprehensive reports with key insights for internal and external stakeholders and senior leadership.

Qualifications

- 7+ years of experience managing healthcare projects or programs, with a focus on multi-site stakeholder engagement and implementation.
- Master's degree in business, Health Studies, Public Administration or related field, or equivalent experience is required.
- PMP (Project Management Professional) or equivalent certification is an asset.
- Understanding of implementation science principles and strong communication abilities.
- Proven ability to lead cross-functional teams and manage complex initiatives.
- Excellent organizational, problem-solving, and decision-making skills.
- Demonstrated experience moving a program from idea to implementation.
- Experience in digital health technology implementation is an asset.
- Familiarity with healthcare system transformation and policy development.
- Proficiency in project management software (e.g., MS Project, Asana, or similar tools).
- Ability to work independently while managing multiple program streams effectively.

About POGO

POGO is a great place to grow your career and support the advancement of the childhood cancer system in Ontario. We offer a highly flexible work environment, good benefits and a generous, inclusive team culture that values your contributions.

POGO partners to achieve an excellent childhood cancer care system for children, youth, their families, survivors, and healthcare teams in Ontario and beyond. POGO champions childhood cancer care, and as the collective voice of this community, is the official advisor to Ontario's Ministry of Health on children's cancer control and treatment. POGO is a non-profit organization with charitable status.

What we offer:

- Hybrid work model (candidates are required to work from our Toronto office a minimum of 2-3 days/week)
- A competitive compensation package including comprehensive health benefits
- 3 weeks of paid vacation time
- Participation in a defined pension plan with Healthcare of Ontario Pension Plan (HOOPP)

We believe diverse perspectives strengthen our ability to deliver on our mission, and that to achieve our vision of excellence requires an environment in which everyone feels welcomed and valued, including our team, and those we serve and with whom we work.

POGO is committed to meeting the accessibility needs of all applicants throughout the recruiting and selection process. Please let us know about any accommodation and/or support requirements.

For more information visit:

- www.pogo.ca
- Facebook/LinkedIn: @PediatricOncologyGroupofOntario (POGO)
- X/Instagram: @pogo4kids

How to Apply:

Interested applicants are invited to send a cover letter and resume (both required) as one attachment to hr@pogo.ca.

Please note we are only accepting applications from those authorized to work in Canada and we are not currently sponsoring any work visas.

We gratefully appreciate all interest; however, only those selected for an interview will be contacted.