Position: Programs Operations Associate, Being Initiative
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Grand Challenges Canada
Reports to: Associate Director, Global Mental Health
Responsible for: N/A
Status: Full-time, Permanent
Expected pay: 70,200/year + benefits

**Grand Challenges Canada** (GCC) is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, GCC funds innovators in low- and middle-income countries and Canada. The bold ideas we support integrate science and technology, social and business innovation – we call this Integrated Innovation®. We have a determined focus on results, and on saving and improving lives. GCC works closely with a global network of partners to bring successful innovation to scale, catalyzing sustainability and impact.

As one of the largest impact-first funders in Canada, GCC has funded over 1,300 innovations championed by innovators in more than 106 countries. These innovations have already improved 10 million lives, and are expected to save up to 1.78 million lives and improve up to 64 million lives by 2030.

**GLOBAL HEALTH INNOVATION**
The Global Health Innovation (GHI) area of impact is the first and largest at GCC. GHI’s current investments focus on mental health, maternal and newborn health, early childhood development, sanitation, access to comprehensive sexual and reproductive health and rights including safe abortion, and include portfolios of innovative service delivery, digital solutions and medical products. We provide grant and concessionary risk capital, along with technical advisory, to support innovators through seed and transition to scale funding.

GCC’s global mental health program, **Being**, funds research and innovation to understand and address the mental health and wellbeing needs of young people aged 10 to 24 in low- and middle-income settings, with a special focus on urban and peri-urban areas.

The **PROGRAM OPERATIONS ASSOCIATE** plays a pivotal role in the planning and oversight of annual work plans, and will act as a key liaison between the programs team, other internal cross-functional teams at GCC, and our partners. Deploying project management and communications skills, the Program Operations Associate has the following responsibilities:

**Support the Associate Director and relevant Portfolio Managers to implement the Being initiative internally within GCC:**
- Project management to track and monitor annual work plans, and sub-work plans for priority tasks (e.g. production of key deliverables)
- Maintain and update the Being risk register, including liaising with cross-functional teams including feeding into the organizational risk register
• Act as a key liaison between the Being programs team and finance team regarding budgeting and tracking of actual expenditures
• Monitor portfolio budget and spend to meet annual targets
• Support compliance with Being funder requirements

And externally with key stakeholders:
• Support the management of the operational relationship with Being partners and funders, including contributing to donor reporting and overseeing elements of partner reporting
• Coordinate the Being Council and relevant advisory bodies, as required, to ensure a coordinated and strategic approach to gathering perspectives and feedback from key stakeholders in line with Being values
• Lead contract negotiations with service providers and consultants, as needed
• Lead the organizational planning of annual partner meetings alongside the Associate Director and Portfolio Managers

Contribute collaborative leadership to advance a high-performing, resilient team:
• Support onboarding and training of new staff to the Being team
• Support and/or lead process improvements within Being and cross-departmentally

KNOWLEDGE & SKILLS
• Excellent organizational, administrative, and time management skills
• Ability to work with a range of partners and key stakeholders
• Excellent analytic, prioritization, and project management skills
• Highly developed verbal, written, and presentation communications skills
• Ability to take initiative and effectively manage deadlines
• Highly developed interpersonal skills and commitment to teamwork

EXPERIENCE & EDUCATION
• A minimum of 2-4 years of related program/project management experience
• Undergraduate degree in a relevant discipline – or commensurate work experience

Some international travel will be required.

People with lived experiences in relevant thematic areas are encouraged to apply.

Don’t meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.

Applicants must be eligible to work in Canada. We are currently working in a hybrid model. However, as a condition of employment, all GCC staff are required to be available to travel to, and work from the Toronto main office, as business and operational needs require. Any expenses related to travel and or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC.

Term
• Start Date: TBD
• Status: Full time, Permanent

Application process
• Please send your resume and cover letter here [link to online form]