

## **BCIC is hiring a Programs Specialist.**

### **Who we are:**

BCIC encourages the development and application of advanced or innovative technologies to meet the needs of industry in BC. We accelerate technology commercialization by supporting startups and developing entrepreneurs.

With our partners, BCIC delivers programs and initiatives that promote company growth, resulting in jobs, increased revenue and economic development in BC.

BCIC is a Crown Agency of the Province of British Columbia.

### **About the Job:**

This is a one year full-time contract with possibility of extension, with an anticipated **start date of August 21, 2017** or sooner. Salary range is \$48,000 - \$57,000 per annum.

Reporting to the Director of Programs, the Programs Specialist provides assistance for the delivery of specified BCIC 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 approve 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 takes the lead responsibility in the design and development of new programs, assists with implementation, and undertakes ongoing review / evaluation of existing programs.

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

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

### **About You:**

- You 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.
- You have a minimum of three years experience as a Programs Specialist, Programs Coordinator or related position.
- You possess advanced planning, organizational, analytical and administrative skills.
- You have demonstrated sound communication, facilitation, interpersonal, supervisory and leadership skills.
- You have the ability to direct and manage multiple activities while maintaining attention to detail and make appropriate decisions regarding the progress of projects and disbursement of funds.
- You have the ability to foster effective working relationships with peers, clients, funding providers, volunteers, external officials and the public.
- You are comfortable learning to use database software to deliver programs.

- Experience working with a start-up and/or the technology industry is an asset.
- Knowledge of the skills required for entrepreneurship or the commercialization of technology is an asset.

**How to apply:**

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

The deadline to apply is **July 31, 2017**.

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