



Canadian Cystic Fibrosis Foundation

Scientific Information Officer (Full-time)

Leading national voluntary health agency seeks a Scientific Information Officer for its Toronto head office, reporting to the Director, Medical/Scientific and Community Programs.

Duties include:

- Research and develop written materials, in lay language, concerning recent developments in cystic fibrosis (CF) research and treatment for the CF community, including lay summaries for news releases, articles for the CCFF newsletters, reports, brochures and the website;
- Assist in maintaining a specialized patient database;
- Assist with the annual grants and awards competitions;
- Assist in the design and layout of publications; oversee and manage distribution lists;
- Assist with preparation, distribution, and tracking of departmental correspondence;
- Arrange teleconferences and meetings; take minutes and make hotel and travel arrangements;
- Maintain departmental files;
- Other duties as assigned.

Qualifications:

- Background in Biomedical Sciences is required;
- Strong proficiency with Microsoft Office, including Word, Publisher, Access and Excel;
- Highly organized with a strong eye for detail;
- Ability to work as part of a team, and independently when required;
- Experience in meeting planning;
- Excellent telephone manner;
- Ability to set priorities and meet deadlines;
- Bilingualism is an asset but not required.

Reply in confidence with your résumé and cover letter by March 1st, 2010.

Director, Medical/Scientific and Community Programs
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The Foundation thanks all applicants for their interest; only candidates selected for interviews will be contacted.