

Applications are invited for the position of Project Coordinator, Vision: Science to Applications for a 1-year term.

#### **About VISTA**

Vision: Science to Applications (VISTA) is a collaborative program funded by the [Canada First Research Excellence Fund](#) (CFREF, 2016-2023) that builds on York's world-leading interdisciplinary expertise in biological and computer vision. In collaboration with over 40 academic, public, and for-profit partners from around the world, VISTA will propel Canada as a global leader in the vision sciences by integrating visual neuroscience with computer vision to drive innovation.

The central scientific question that drives VISTA is 'How can neural and/or machine systems be integrated to provide adaptive visual behavior in real-world conditions'. Answering this question will provide fundamental advances to vision science and exciting, wide-spread applications for visual health and technologies. Thus, our overarching aim is to advance visual science through research that spans computational and biological perspectives and results in real-world applications.

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**Position title:** Project Coordinator, Vision: Science to Applications (VISTA)

**Reports to:** VISTA Program Director

**Department:** Vice President Research & Innovation

**Affiliation:** Research Assistant

**Duration:** 1-Year Contract, Maternity Leave

**Hours:** 35 hrs. per week

**Salary:** \$60,000 per year

#### **Purpose**

Reporting to the Program Director, the Project Coordinator is responsible for coordinating all governance activities of VISTA and for leading special projects, as required.

#### **Responsibilities/Tasks**

- Supports the Program Director with the negotiation of agreements with partner organizations.
- Maintains and monitors the overall project calendar and work plans. Supports the Program Director in ensuring progress against milestones by flagging areas of concern.
- Oversees the collection and management of data related to project performance. Ensures appropriate infrastructure and mechanisms are in place to support data needs. Ensures regular collection and validation occurs, and prepares analysis and reporting on a variety of performance metrics.
- Manages the preparation of quarterly, annual and ad hoc reports (narrative, financial, FTE), on deadline.
- Supports VISTA faculty in the preparation and submission of related grants and proposals.
- Produces briefing memos, presentations, reports and other materials as required by the Program Director.
- Prepares meeting agendas and minutes as required by the Program Director.
- Liaises with 35+ partner organizations to develop and maintain excellent working relationships, ensuring strong lines of communication. Liaises with internal York offices (Dean's Office, VPRI, Finance, Communications, etc.).
- Coordinates project governance activities. Supports the work of the project's Board of Directors, External Advisory Board, Leadership Committee and other project committees.
- Acts as the primary project contact in the absence of the Program Director.
- Manages the initiation of new projects/activities, including the development and onboarding of new VISTA programs and processes.
- Establishes and maintains Standard Operating Procedures for VISTA programs to ensure continuity and documentation of processes and procedures.
- Supervises support staff such as work-study students, to ensure tasks are completed accurately and on time.

**Qualifications and Skills:**

- Undergraduate degree required, preferably in the areas of Science, Engineering or Health Sciences. Graduate degree preferred.
- Minimum of 5 years' related experience, preferably in an academic/research environment including project management
- Superior organizational skills to simultaneously handle conflicting priorities and meet deadlines
- Ability to work quickly and efficiently in a complex and frequently changing high volume environment
- Excellent communication skills, both oral and written
- Effective interpersonal skills, discretion, and the ability to maintain confidentiality
- Experience liaising with multiple organizations and managing relationships
- Strong attention to detail
- The ability to work independently and as part of a team
- Ability to lead projects and direct people
- Supervisory experience an asset
- Intermediate Excel, PowerPoint and Word processing, in a Windows environment

Note: The role of Project Coordinator may evolve as the project progresses. Flexibility, comfort with ambiguity, and a readiness to adapt to change will be essential.