



COORDINATOR, EDUCATION & RESEARCH

Reports to: Senior Manager, Education

Work Environment: Hybrid, as per FBC's policies – 2 days in Toronto office, 3 days remote (subject to change)

Role Type: Full time, permanent

Salary Range: \$52,0000 - \$62,000 dependent on experience

ABOUT FIGHTING BLINDNESS CANADA (FBC). FBC is the largest charitable funder of vision research in Canada. Over our 50+ year history, FBC has contributed critical funding for the development of sight-saving treatments for blinding eye diseases. We are also an invaluable resource for individuals and families impacted by blindness, providing accurate eye health information through our website and educational events, as well as engaging with government and other stakeholders to advance better vision health policies.

ABOUT THE ROLE. We are seeking a proactive and detail-oriented **Coordinator, Education & Research** to provide administrative and operational support across FBC's Mission programs, including Research, Education and Health Care Professional Engagement portfolios. This role will focus on ensuring the smooth and efficient delivery of key initiatives through data management, logistics coordination, and event support.

This is an excellent opportunity for a highly organized and motivated individual who is eager to grow their career in the non-profit or health charity sector. The position offers opportunities to gain experience across multiple program areas and to take on additional responsibilities over time.

KEY RESPONSIBILITIES

Administrative and Program Support (50%)

- Provide day-to-day administrative support to the Mission team, including scheduling, documentation, and expense tracking.
- Manage internal and external communications, including triaging shared inboxes and responding to inquiries
- Lead data entry and management, ensuring accurate and timely records across internal systems (e.g., Raiser's Edge, Survey Monkey, Mailchimp).
- Assist with tracking program metrics and compiling data for evaluation and reporting.
- Support preparation and mailing of resources and collateral.
- Ensure consistency and integrity of participant, stakeholder, and partner information



Event and Webinar Logistics (40%)

- Coordinate logistics for Mission Programs (View Point, Young Leaders, Research grant review panels), including venue booking, catering, AV, accessibility, and registration.
- Support on-site or virtual event setup and troubleshooting.
- Manage attendee communications, materials, and post-event follow-up.
- Assist with tracking speakers, volunteers, and vendors.

Team and Cross-Department Collaboration (10%)

- Work closely with colleagues across the Mission team to coordinate timelines, share information, and ensure alignment of activities.
- Support cross-functional projects as needed, including research and education initiatives.

QUALIFICATIONS

- Excellent organizational, communication, and interpersonal skills.
- Diploma or bachelor's degree in a relevant field or equivalent combination of education and experience.
- 1–3 years of administrative, event coordination, or program support experience, preferably in a non-profit or academic environment.
- Strong attention to detail and ability to manage multiple priorities in a fast-paced setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and comfort learning new software and databases.
- Experience with software such as Raiser's Edge, Zoom, Survey Monkey, Mailchimp, or Canva is an asset.
- A proactive and collaborative approach, with a genuine interest in FBC's mission and opportunities for professional growth.
- Knowledge of French is an asset.

TO APPLY

Please submit your cover letter and resume to [**jobs@fightingblindness.ca**](mailto:jobs@fightingblindness.ca).

We thank all candidates for their interest; however, only those selected for an interview will be contacted. Fighting Blindness Canada is an equal opportunity employer and supports applicants with disabilities. Accommodations are available upon request throughout the recruitment process.