

The Ontario Bioscience Innovation Organization (OBIO®) is a membership-based industry organization engaged in building the health science economy in Ontario. We have over 200 member companies which span all aspects of health sciences (pharma, medical device, diagnostics, digital and consumer health).

OBIO's Health to Business Bridge Program™ (H2BB™) helps companies source, train and mentor early career talent. These can be interns, co-op students or recent graduates. The following job description is from an OBIO member company participating in OBIO's H2BB program.

### Brief description of the hiring company

At Awake Labs , we are building an AI-powered knowledge platform to deliver precision health care for brain disorders, starting with autism. Our first product is Reveal Stories - an app used by care teams to improve mental health outcomes for people with autism.

We are a young start-up company in downtown Toronto looking for a dedicated and talented project coordinator to join our team. We take pride in our commitment to empower people to live happier, healthier and more independently. As Awake Labs continues to grow, we are excited to welcome new team members who share in our vision.

### Job Title      Project Coordinator

### Job Summary/Mission

- Co-supervise the design and implementation of a community pilot to help manage anxiety in autism
  - You can read more about the community pilot [here](#)
- Seek out and coordinate input from all stakeholders, including self-advocates, parents, caregivers, researchers, and designers
- Identify and focus on the most pertinent areas of research to influence the development of a great product
- Lead the preparation of summary reports, publications, and promotional materials and newsletters associated with the community pilot

### Outcomes & Deliverables

- Review and audit current protocols and study measures to ensure research and business goals are aligned
- Conduct literature reviews and keep current with study literature
- Develop informed consent documents specific to the community pilot
- Prepare summary reports from the study's progress and milestones and contribute to preparation of presentations and white papers

- Assist with the design and development of promotional materials and newsletters
- Other tasks, as required

**Critical competencies, (knowledge, skills, attitudes and qualifications)**

- Recently completed a Master's, PhD, PostDoc in a neuro/medtech related field (within 3 years)
- Demonstrated skill and creativity for selecting the right mix of methods to meet research and business goals
- Ability to deliver on time-sensitive deliverables
- Strong grasp of quantitative data analysis and statistics
- Obsession for the participant experience. You never settle for good enough, and continually inspire those around you to do better for the research participants
- Excellent communication, presentation, and interpersonal skills; the ability to communicate complex concepts clearly and persuasively across different audiences at varying levels of the organization
- Eagerness to continuously learn, grow and improve

**Date when position would be available (MMM-YYYY):** Jan-2019

**Location of the position (city):** Toronto, Ontario **Office or Virtual based:** Office