



Job Title	Product Development Coordinator
Start Date	As soon as possible
Length of Contract	Until March 31, 2018 with possibility of renewal
Reports to	Operations Director
Closing Date	January 18, 2018

What is CanAssist?

CanAssist is an organization at the University of Victoria that is dedicated to developing and delivering innovative technologies, programs and services that improve the quality of life of people with disabilities. For more information on CanAssist, please visit www.canassist.ca

Position Description:

Reporting to the Director of Operations, the Product Development Coordinator provides support in every stage of the product development process. We are looking for a proactive and enthusiastic individual who is organized, detail oriented and process driven with a strong follow-through personality.

Responsibilities:

- Assists with market research to determine areas of need, market size and competitive landscape utilizing tools including surveys, interviews, focus groups and literature reviews.
- Ensures all product development documentation is complete, accurate and maintained on SharePoint 2013.
- Assists with the development of marketing surveys and manages the survey process including any analysis and presentation materials required.
- Establishes and maintains a network of private sector contacts in the following areas: production, marketing, distribution and sales.
- Stays up to date on trends in technology and monitors new assistive technology announcements and provides the Director of Operations and Engineering Manager with regular written updates.
- Assists with creating marketing and promotional materials including product fact sheets, posters and presentations.
- Creates comprehensive user requirements under the direction of the Engineering Manager.
- Provides support and back up for Client Relations including some data entry.
- Other activities as required.

Required Skills and Qualifications:

The successful candidate will possess a business diploma or degree with knowledge of market research and marketing strategies as well as excellent organizational, interpersonal and communication skills, both verbal and written. Flexibility, a willingness to learn new skills, the ability to multi-task, prioritize and meet deadlines are essential. The ideal candidate must be able to develop a strong understanding of product details, including some technical complexity. The candidate must be able to work well as part of a team but must also function well independently, with direction from senior CanAssist staff.

Preferred Additional Skills and Qualifications:

Experience in working with seniors and/or people with disabilities would be considered an asset but not a requirement.

Submission Requirements and Contact Information:

Please submit a cover letter and resume, as well as contact information for three references (in PDF format), to Vicky Irvine, Operations Manager (vcirvine@uvic.ca), **by 4:00 pm January 18, 2018**. Late applications will not be considered. Only those candidates selected for interviews will be contacted.