

Scientific Communications Coordinator

MolecuLight Inc. – Toronto ON

Join a collaborative and innovative team that is developing and manufacturing novel fluorescence imaging solutions to improve wound care and other medical applications world-wide. Founded and based in Toronto, **MolecuLight Inc.** specializes in non-invasive, real-time imaging solutions for health care applications. MolecuLight's first product, the MolecuLight i:X, visualizes bacterial and tissue fluorescence in real-time, providing transformative information to wound care clinicians.

Summary

This 1-year contract position reports to the Scientific Affairs and Communications Manager. The Scientific Communications Coordinator will work with the communications team to strategically disseminate MolecuLight's scientific and clinical findings to target audiences through publications, conferences, presentations and marketing summaries.

Responsibilities

The Scientific Communications Coordinator's responsibilities include, but are not limited to:

- Accurate and timely delivery of assigned communications activities as defined in goals and objectives for the year by immediate supervisor.
- Providing support to all scientific communications material creation (including abstracts, posters, manuscripts, figure preparation, and presentations).
 - Plan (including organizing/preparing outlines), write (including first-draft authoring), edit, review and coordinate the publication of scientific data in peer-reviewed journals and forums.
 - Effectively evaluate data, information, and input from multiple sources and translate into clear and visually appealing figure content
- Preparing scientific material for marketing purposes (including publication summaries and training material) as well as regulatory documents (e.g. study reports).
 - Creation of content for marketing to concisely communicate complex scientific and clinical findings, with the goal of demonstrating value of the technology to the customer.
 - Assist in building persuasive and scientific-based arguments that support the purpose of more complex and/or strategic documents.
 - Ensure data are presented in a clear, complete, accurate, and concise manner.
 - Ensure marketing statements match approved claims and are properly referenced.
- Ensure that key data, strategically aligned scientific narrative, elements from internal guidance and resource documents are included appropriately in all documents, and that statements and conclusions are accurate, balanced, and supported by appropriate data and regulatory claims.
- Ensure and coordinate quality checks for accuracy, collate reviewer's comments, adjust content of document as required based on internal/external input, and prepare final version.
- Exhibit flexibility in moving across development and preparation of multiple document types.



- Work with teams to ensure smooth and timely development of documents and escalate issues, as appropriate, to ensure document completion.
- Work with internal and external speakers to develop and prepare presentations.
- Possess overarching view of product evidence and external environment (including competitors) with ability to participate effectively in the scientific data disclosure planning, clinical planning, submission strategy planning, customer regulatory responses, and/or current awareness literature updates and reviews.

Knowledge Sharing

- Provide coaching to others by sharing technical information, giving guidance, answering questions
- Recognized for technical expertise in specific document development
- Contribute to process improvements, suggesting opportunities where appropriate
- Provide database and other tool expertise (e.g. reference database)

Relationships

The position reports directly to the Scientific Affairs and Communications Manager. Internally, this position will work closely with the departments of Marketing, Clinical, Applications, and Product Development to ensure corporate goals are met and quality customer service is provided. Externally, this position may develop and maintain relationships with outside groups and clinicians as required per task/project.

Knowledge, Skills, and Experience Required

- Masters or PhD in scientific, health, communications, or technology related field required with previous history of first-authored publications.
- Excellent project management skills and the ability to manage competing priorities are essential
- Excellent oral and written English communication skills
- Strong communication, problem-solving, decision-making, computer, and analysis skills are required.
- Demonstrated ability to take ownership of multiple projects and tackle challenging problems
- Accuracy and strong attention to detail is essential.
- Proficiency with MS office suite and experience with referencing software required.

Disclaimer

The above information on this job description and specification has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

