



POSITION POSTING: IMII Innovation Coordinator (full-time, permanent)

IMII is an industry-led non-profit consortium that advances innovation for the Saskatchewan mining and minerals sector. We build collaborative innovation capacity by facilitating innovative education, training, research and development projects and programs.

IMII funds a variety of projects through its innovation (research, development, and demonstration) and workforce development (education and training) programs. We are looking for a team member to develop, organize and plan innovation-focused initiatives, events and projects. The ideal candidate will have a blend of technical and business/administrative experience including some exposure or experience in the mining or innovation sector. Having an appreciation of where innovative solutions can have a meaningful impact for industry is a strong asset. You will be responsible for working with IMII members and external interested parties on the development of project plans, timelines, and budgets, as well as coordinating with all parties to ensure successful project delivery. Your experience managing and executing small to medium-sized innovation focused projects will set you up for success in this role. In this position, you will have the opportunity to collaborate with IMII members to steward the strategic direction of IMII's innovation activities.

Key Responsibilities:

Strategy, Engagement & Events:

- Coordinate IMII's Innovation industry panel activities, including preparing reports and assisting with chairing panel and subcommittee meetings.
- Perform technical writing to communicate innovation initiatives and project activities to internal and external audiences.
- Steward the implementation of IMII's innovation strategy including initiatives to drive activities in IMII's strategic innovation focus areas.
- Assist with tracking of key performance indicators pertaining to IMII's innovation-focused activities.
- Develop and maintain strong relationships with internal and external interested parties to promote a positive image of the IMII, its members and project partners.
- Work with other IMII staff members to coordinate innovation related events including IMII's annual DEMOday and IDEATE events and additional innovation focused events.
- Support the development of technical content for IMII's Innovation-focused events, including coordinating external speakers as required.
- Explore follow-on support and activities tied to past IMII-funded initiatives.
- Collaborate with other IMII staff members to develop technical training content on mining and innovation related topics.
- Collaborate with IMII's partners to profile IMII's innovation-focused content at partner events.
- Contribute to developing IMII best practices for project management processes and tools.



Project Management:

IMII executes internally led programs and initiatives and provides project management oversight to IMII-funded projects which are executed by external solutions providers and/or academic institutions. As the Innovation Coordinator your project management responsibilities would include leading internal innovation programs and initiatives, and overseeing externally executed projects. Project management oversight for externally executed projects would include:

- Serving as the primary point of contact for innovation project-related inquiries, managing expectations and ensuring timely responses.
- Contributing to the development and reviews of project proposals (e.g., reviewing new proposals and/or assisting applicants with proposal development, developing new projects or programs ideas including preparation of requests for proposals).
- Creating and maintaining comprehensive project documentation, including but not limited to project plans, status reports, meeting minutes, and change logs.
- Understanding the objectives and goals of each project, monitor project progress and timelines, flagging potential issues and risks.
- Liaising with the project team and IMII members as required.
- Helping guide the successful completion and close out of projects, including delivering an assessment of the overall project.

Required Skills and Qualifications

- Five or more of years experience including:
 - coordinating projects, programs and activities involving multiple people and organizations,
 - industrial sector work environments, including the mining sector,
 - applied research or technology development, product development, new technology adoption or administration of R&T programs.
- Post-secondary education in an undergraduate program (engineering, geology, mining related science, business or other relevant program preferred), and/or technical trade training with commensurate industry experience.
- Strong project management, organizational and time management skills. Project management training such as that required to obtain a PMP designation would be an asset.
- Experience running meetings, coordinating events.
- Strong relationship building and people skills, comfortable working in a collaborative environment.
- Comfort and/or strengths in one or more of the following areas would be an asset: underground mining, mineral processing, mining exploration, digital systems, automation, technology development, etc.
- Experience working with or as part of the Indigenous community is an asset.
- Strong written and verbal communication skills
- Strong computer skills, including proficiency in Microsoft Office, with aptitude to learn new software and system. Some programming skills would be an asset.



INTERNATIONAL
MINERALS INNOVATION
INSTITUTE

Work Hours & Benefits

This is a full-time permanent role, with the candidate preferably located in Saskatoon. Work is expected to be primarily in-person at IMII's offices. A benefits program will be provided. Salary will be commensurate with experience.

We thank everyone that applies but only those selected for an interview will be contacted.

To Apply: Please forward your resume and cover letter by July 12th, 2026 to apply:

International Minerals Innovation Institute

201 – 112 Research Drive Saskatoon, SK

S7N 3R3

Email: admin@imii.ca

www.imii.ca