



## Chief of Staff

Indeterminate Full-Time Position

Executive Director's Office (EDO)

## About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding program in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

## The Position

The Chief of Staff is a strategic partner and advisor to the Executive Director, supporting organizational priorities, cross-divisional initiatives, and effective governance. This role ensures smooth execution of strategic and operational goals while fostering collaboration and communication across SNOLAB. The Chief of Staff will:

- Collaborate with the Executive Director to develop, implement and monitor strategic initiatives.
- Support the Executive Director in driving organizational improvements by identifying opportunities, coordinating implementation and monitoring cross-divisional initiatives.
- Serve as a strategic liaison for the Executive Director.
- Prepare high-quality reports, presentations, and briefing materials for leadership, governance bodies, funding agencies, and external partners.
- Serve as Secretary to the SNOLAB Institute Board, ensuring effective governance support and accurate record-keeping.
- Represent SNOLAB in meetings and engagements as required
- Support the Executive Director in fostering a collaborative, inclusive, and high-performing workplace culture.



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2  
📞 705.692.7000 🌐 [www.snolab.ca](http://www.snolab.ca)

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# Criteria

## Education:

- A bachelor's degree in science, public relations, business, communications or a related field is required.
- A master's degree (e.g., MSc, MBA, MPA) is strongly preferred.
- Minimum of 5 years' experience in a strategic, operational, or analytical role

## Experience:

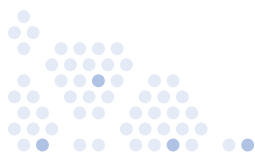
- Strong background in strategic planning, cross-functional coordination, and organizational effectiveness in a complex, research-driven environment.
- Familiarity with governance, reporting, and performance monitoring within publicly funded organizations.
- Proven ability to manage complex initiatives across departments.
- Excellent communication skills with the ability to engage a wide range of audiences.
- Demonstrated ability to build relationships, foster collaboration and navigate sensitive situations with discretion.
- Adaptable and self-directed, with the ability to manage multiple priorities and respond effectively to shifting organizational needs

## Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.

## To Apply

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.



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# Closing Date

**October 15, 2025**

Applications will be accepted until **23:59 Eastern Time**.

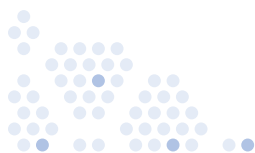
SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

Posting Date: **September 30, 2025**



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