

Partnerships & Engagement Associate (Genome Alberta Work Placement)

About OncoHelix

OncoHelix is a Calgary-based precision diagnostics company dedicated to improving patient outcomes through innovative genomic, immunological, and other specialized testing. Our mission is to enable personalized medicine by making advanced diagnostics more accessible and actionable for patients and healthcare professionals across Canada and internationally.

Position Summary

Reporting to the Director, Partnerships and Growth, the Partnerships & Engagement Associate will play an important role in supporting OncoHelix's commercial growth initiatives while gaining hands-on experience across business development, healthcare partnerships, multi-channel marketing, product launch strategy and execution, and proposal design.

This role is designed as a developmental opportunity for an early-career professional or recent graduate interested in building a career at the intersection of healthcare, business, and innovation. This is a 12-month position supported by the Genome Alberta Work Placement Program. Successful completion of the placement may lead to longer-term opportunities, but permanent employment cannot be guaranteed. This position is based in Calgary, Alberta.

During the onboarding period, the successful candidate will develop a strong understanding of OncoHelix's products, customers, and operating environment while supporting internal initiatives, including:

- Learning the fundamentals of precision diagnostics, including oncology, reproductive health, pharmacogenomics, and wellness testing
- Conducting market research and competitive intelligence activities
- Assisting with grant applications, reporting requirements, and supporting documentation
- Supporting management of the company's LinkedIn presence and social media initiatives
- Coordinating outdoor advertising and other brand awareness programs
- Maintaining CRM records, prospect databases, and pipeline tracking tools
- Assisting with business reporting and special projects as assigned

Upon demonstrating sufficient product knowledge and readiness, responsibilities will expand to include:

- Supporting outreach initiatives with healthcare providers, advocacy organizations, insurers, government and other prospective partners
- Progressive ownership of client account management activities
- Participating in conferences, networking events, and industry meetings as appropriate
- Supporting the launch and commercialization of new diagnostic testing products
- Conducting market scans to identify partnership opportunities and emerging trends

With multiple new services and markets launching in late 2026, the intention is for the successful candidate to take a lead role in learning and then managing one of these service verticals.

What We're Looking For

Qualifications:

- Undergraduate degree completed in Business (Commerce, Strategy, Marketing, etc.)
- Eligible to participate in the Genome Alberta BD Work Placement Program:
 - An Alberta resident, eligible to work in Canada for the entire term of the placement (1 year)
 - A recent graduate (2024 - present) from an Alberta post-secondary program with relevancy to business and business development
- Previous employment, internship, or volunteer experience in healthcare, life sciences, marketing, sales, or business development, is considered an asset

Personal Attributes:

- Strong communicator, written and verbal
- Highly organized and able to manage multiple priorities simultaneously
- Takes initiative and proactively seeks opportunities to contribute
- Possesses strong attention to detail and follows through on commitments
- Intellectually curious and excited to learn about precision medicine and emerging healthcare technologies
- Comfortable working in a dynamic entrepreneurial environment where priorities may evolve
- Receptive to feedback and eager to grow professionally
- Sound judgment, professionalism, and discretion
- Enjoys collaborating with others and building positive relationships

What You'll Gain

This position provides a unique opportunity to:

- Learn directly from senior leadership at a growing precision diagnostics company.
- Gain exposure to multiple facets of business development workflows, with internal and external-facing responsibilities provided per candidate knowledge and judgement.
- Develop skills supporting a career in healthcare innovation, commercialization and business leadership.

At OncoHelix, we believe early-career professionals grow fastest when they are trusted, supported, and challenged. We are committed to providing meaningful work, mentorship, and opportunities for development throughout this placement.

How To Apply

Please complete and submit the Business Development Work Placement Program Intake Form (posted on the Genome Alberta Careers page <https://genomealberta.ca/about/careers/>) resume and cover letter outlining your interest in the position to Kevin and Mitthua at: kevin.james@oncohelix.org and msarkarbanks@genomealberta.ca