-- Research Coordinator --
BC Centre for Excellence in HIV/AIDS
Epidemiology & Population Health

Please note: Only Canadian Citizens, legal residents or residents with a legal work permit will be considered.

STATUS: This is a full-time position, 1-year contract with possibility for renewal
JOB START DATE: As soon as possible
SALARY: Commensurate with qualifications and experience
LOCATION: BC Centre for Excellence in HIV/AIDS (BC-CfE), Vancouver, BC

JOB: Working under the direction of the lead Research Scientist and the Director of the Epidemiology & Population Health Program, the Research Coordinator assists in the planning, development, and implementation of various provincial, national, and international studies focused on HIV epidemiology.

ORGANIZATION: The BC-CfE currently employs a team of Statisticians, Programmers, Data Managers, Clinical Research Assistants, Data Analysts, and Data Entry Clerks who work collaboratively on cohort-based epidemiological and clinical studies, and a program of qualitative research. The BC-CfE is a world-renowned HIV/AIDS Research Centre including Research Laboratory, Clinical Trials, Drug Treatment Program, Epidemiology, and Professional Education Programs.

BENEFITS: Employee benefits include medical, dental, as well as accrued vacation and sick time

JOB RESPONSIBILITIES:
• Coordinates and supports research pertaining to HIV and HCV treatment engagement, in particular among Indigenous Peoples living with HIV
• Liaises closely with community partners, including First Nations Health Authority and various community-based organizations
• Recruits research participants, manages the consent process, oversees and conducts research interviews (e.g., structured/semi-structured interviews)
• Contributes to the design and creation of communications and public relations tools; coordinates meetings among community, staff, research teams, and support staff
• Supports, develops and evaluates strategies that encourage community participation in research and research-related activities
• Assists with various administrative tasks associated with the day-to-day operations of research studies and projects
• May help with data collection including the development of tools and assist with analyses
• Grant writing and academic manuscript development
• Preparation and development of abstracts, posters, and presentations
• Designs and maintains databases and uses research software to analyze data, where applicable.
May work closely with professionals in the community and be involved in creating publicity to promote research, providing information to and between a wide range of organizations and groups

- Supports, develops, and evaluates strategies that encourage community participation in research activities
- Provides education and employment referrals, training, advice, and support for community agencies
- Administrative work, which may include written correspondence, preparing submissions, and reports
- Performs other related duties as assigned

**JOB QUALIFICATIONS:**

- Master’s degree or Bachelor’s degree relevant to health sciences, public health, or related field or an equivalent combination of education, training and experience
- Expertise in Indigenous Peoples’ health demonstrated through professional experience in an academic or community health research setting, lived experience
- Clear understanding of the academic research process acquired through both practical and academic experience
- Strong knowledge and/or experience in HIV/AIDS, viral hepatitis, public health, health services, or related other fields
- Experience in preparing documents, reports, and communication materials for mass distribution
- Experience in organizing, coordinating, and managing research projects and/or grant-based programs
- Familiarity with the principles of OCAP, as well as health issues and research priorities specific to Indigenous Communities in BC
- Strong knowledge of, and experience with, qualitative research, community-based research, and Indigenous health research methodologies, including understanding of the role of community context in research analysis and knowledge dissemination
- Strong writing skills and an analytical mind
- Excellent project organization, implementation, and networking skills
- Excellent communication and interpersonal skills and an understanding of and sensitivity to diversity issues, with a commitment to social inclusion issues
- Demonstrated ability to organize and prioritize workload, handle multiple assignments effectively and meet deadlines
- Experience working with vulnerable/marginalized populations
- Detail-oriented, organized and prepared

**Please include in your letter of submission:**

- Curriculum Vitae
- Cover letter detailing experience (work and other) and interests

**CONTACT:**

HR Coordinator
BC Centre for Excellence in HIV/AIDS 608-1081 Burrard Street
Vancouver, BC V6Z 1Y6 Email: careers@cfenet.ubc.ca

**APPLICATION DEADLINE:** Open until filled