

**RESEARCH COORDINATOR
BC Centre for Excellence in
HIV/AIDS
Gender & Sexual Health Initiative**



BRITISH COLUMBIA
CENTRE for EXCELLENCE
in HIV/AIDS

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

STATUS: Full-time - Two year contract with the possibility of ongoing renewal

JOB START DATE: As soon as possible

SALARY: Commensurate with qualifications and experience

LOCATION: Gender and Sexual Health Initiative (GSHI) of the BC Centre for Excellence in HIV/AIDS, Vancouver, BC

JOB: Works with multidisciplinary sexual health and HIV/AIDS research teams under the direction of the GSHI Director and Principal Investigator(s). Assists in the planning, development and implementation of two longitudinal cohorts: An Evaluation of Sex Workers Health Access (AESHA) and Sexual Health and HIV/AIDS Women's Longitudinal Needs Assessment (SHAWNA). For more information on both projects, please visit: www.gshi.cfenet.ubc.ca.

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. 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:

- Manages two large research projects with GSHI, including all day-to-day activities out of two research offices in Vancouver and mobile outreach/interviewing teams across Metro Vancouver.
- Under direction of Director and PIs, supports the hiring, training and ongoing activities of a team of outreach, interviewer, and sexual health clinical research staff
- Coordinates development, implementation, and maintenance of research studies and projects; recruits subjects; conducts follow-up surveys
- Assists the Principal Investigators, or research managers with various administrative tasks associated with the day-to-day operations of research studies and projects.
- Writes documents on tasks performed.
- Works closely with professionals as directed by PIs.
- Provides information to and between a wide range of organizations and groups.
- Carries out administrative work, which may include written correspondence, preparing submissions and reports, etc.
- Performs other duties as required.

JOB QUALIFICATIONS:

- Bachelor's or Master's degree in Social Sciences, Nursing, Health Sciences, or related field.

- Two years of related professional experience in a health research setting.
- Clear understanding of the research process acquired through both practical and academic experience.
- Experience in organizing/coordinating research projects and/or grant based programs, and supervising data collection activities.
- Knowledge of the principles of research design.
- Experience in preparing and writing documents, reports, and communication materials for mass distribution.
- Excellent communication skills.
- An understanding of and sensitivity to diversity issues.
- Excellent research skills, with an ability to analyse results.
- Ability to work with different groups in local communities.
- Excellent project organization and implementation skills.
- Ability to work on own initiative.
- Experience in Microsoft Office Suite and Access database management; Word, Excel, database proficiency; graphics capability.

ASSETS FOR THIS POSITION:

- Expertise in gender, sexual health, and HIV/AIDS and marginalized populations, including sex workers, Indigenous and new immigrant/migrant communities.
- Experience working in community-based organizations/community based research.
- Knowledge of current sex work policy issues and broader gender, sexual health and HIV/AIDS research field.
- Theoretical knowledge in Public Health, Epidemiology, or related field.
- Strong knowledge of quantitative research design and methodology: knowledge of qualitative and ethnographic research.
- Working knowledge to coordinate research in sexual health and HIV/AIDS and close collaboration with diverse community stakeholders.
- We encourage those living with HIV, of Aboriginal ancestry and with sex work experience to apply.
- The BC-CfE is an equal opportunity employer: GSHI is committed to GIWA/MIWA principles.

Please include in your letter of submission:

- Curriculum Vitae
- Salary Expectation and Availability

CONTACT:

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APPLICATION DEADLINE: June 6, 2014

