



***Positive Living, Positive Homes* Research Project Coordinator (Full-time)**

Position: Research Project Coordinator

Status: Full Time Position

Time Period: 2.5-year contract position

Location: Vancouver

Positive Living Positive Homes (PLPH) is an innovative community-based research project in British Columbia, co-led by Jennifer Evin Jones (Pacific AIDS Network) and Dr. Catherine Worthington (University of Victoria), and a diverse and skilled community-based team. We are seeking a Project Coordinator to be involved in this exciting opportunity to be involved in research that will create social change.

This study was born out of the HIV community's identification of housing as a critical health determinant for people living with, or at risk of, HIV and AIDS. PLPH will use a qualitative case study approach to examine how local and provincial policies and programs interact with and impact people living with HIV/AIDS' abilities to manage their health and wellbeing and to highlight policies and programs that can be used as models across jurisdictions in BC. The study will be conducted in three sites in the province: Greater Vancouver, Kamloops, and Prince George.

The Coordinator will coordinate and administer activities of this community-based research study. The Coordinator will: assist in project planning and management; ensure that pre-established work scope, study protocol and policy, and CIHR regulatory requirements are followed; recruit and coordinate research participants, as appropriate; support data collection and analysis; serve as the principal administrative liaison for the project; facilitate team meetings and develop related capacity building materials and opportunities for research team members; provide administrative and logistical support to the team and investigators; supervise study site research assistants; and develop and maintain record keeping systems and procedures.

The Coordinator will work in collaboration with the PLPH team and with the guidance of the project's co-principal investigators, along with PAN's Director of Community-Based Research. The Coordinator will also closely with the Community-Based Research program at the Pacific AIDS Network.

About the Pacific AIDS Network:

The Pacific AIDS Network (PAN) is a vibrant, pro-active member-based coalition that provides a network to support the abilities and efforts of its 50+ member organizations to respond to HIV,



HCV and related issues in British Columbia. PAN provides face-to-face networking opportunities, opportunities for mutual support; education and skills development; and opportunities for member organizations to participate in community-based research. PAN facilitates knowledge translation and exchange (KTE) activities and the sharing of evidence-based practices; and undertakes collective action to influence public perceptions and policies affecting people living with HIV/AIDS, HCV and those “at risk.”

DUTIES AND RESPONSIBILITIES:

1. Plans and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures ensuring adherence to CIHR requirements.
2. Promotes research capacity building among community-based organizations and peer research consultants.
3. Prepares research ethics board applications and amendments.
4. Plans, implements, and maintains data collection and analysis systems in support of research protocol.
5. Coordinates the collection and analysis of research data.
6. Recruits, instructs, and coordinates research assistants and/or volunteers, as appropriate to specific study objectives and work scope.
7. Ensures the smooth and efficient day-to-day operation of research and data collection activities; acts as the primary administrative point of contact.
8. Coordinates the day-to-day activities of any support staff specifically engaged in the carrying out of research protocol, as appropriate to the position; may perform aspects of the research protocol, as required, in accordance with specified program objectives.
9. Plans and coordinates the staffing of the study, to include the recruitment, support, and administration of case site staff, as appropriate to the activity, including travel to case sites as required.
10. Supervises and coordinates the provision of support services to investigators and researchers.
11. Supports integrated knowledge translation and communications activities.
12. Works in collaboration with the CBR Program staff at PAN.
13. Other duties, as required.

Qualifications:

- Master’s level education in a related field (or equivalent experience)
- Excellent organizational, interpersonal, group team-building and facilitation skills and ability to work independently and within a team
- Project management skills, including financial administration
- In-depth knowledge of community-based research principles



- Advanced understanding of qualitative and mixed methods research, including case study approaches
- Experience with qualitative research
- Excellent writing, presentation, and communication skills
- Experience in or understanding of HIV/AIDS research and understanding of the GIPA/MIPA principles
- Proficiency in applicable software programs (i.e. Microsoft Office, excel, data analysis software, e.g. *nVivo*, etc.)

CHARACTERISTICS

- Self-starter, able to hit the ground running, able to work independently, dependable
- Ability and willingness to travel, as required
- Skilled team player who is able to build professional and effective working relationships with a diverse group of stakeholders – respected and respectful
- A hands-on, forward-thinking planner, problem solver and implementer, capable of anticipating and dealing with challenges proactively
- Strong organizational skills, detail-oriented, ability to multi-task and manage time well
- Values diversity, collaboration, transparency and partnerships

APPLICATION PROCESS

Forward a CV and cover letter, in PDF format, to andrea@pacificaidnetwork.org by **Wednesday, August 27, 2014 at 5:00 pm PDT**.

Applications **must** be sent with the following email subject line: "PAN PLPH Coordinator - Lastname."
(Example: "PAN PLPH Coordinator - Jones")

Only successful, short-listed, candidates will be contacted. No telephone or email inquiries please.

Interviews will be held on September 9, 2014, in downtown Vancouver.

We encourage individuals living with HIV/AIDS and/or hepatitis C and members of under-represented communities to apply.