

RESEARCH COORDINATOR

BC Centre for Excellence in HIV/AIDS (BC-CfE)

NATIONAL WOMEN AND HIV STUDY

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

STATUS: This is full-time position for one year with the potential for renewal to 3 years

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 with the Principal Investigator and a team of Peer Research Associates, trainees, co-investigators, and collaborators, the Research Coordinator assists in the planning, development, implementation, and coordination of a CIHR-funded community-based research program involving women living with HIV:

The Canadian HIV Women's Sexual and Reproductive Health Cohort Study (CHIWOS) uses a quantitative approach grounded in social justice and community-based research principles, to assess access and uptake of women-centred HIV care among women living with HIV across five Canadian provinces (BC, Saskatchewan, Manitoba, Ontario, and Quebec); and the effect of women-centred HIV care on the overall, HIV, mental, women's and sexual and reproductive health outcomes of women living with HIV in Canada. A linked qualitative study is using arts-based methodology, Body Mapping, to understand how the criminalization of HIV non-disclosure and the assumptions underlying Canadian case law affects the lives of women living with HIV across Canada, including their sexual health and intimacy as well as interactions with health and social service providers.

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

JOB RESPONSIBILITIES:

The RC will function as the BC coordinator for this research program and will administer research study-associated activities in BC including: training, supporting and coordinating Peer Research Associates (PRAs); supporting clinical and community sites across the province for participant retention and research dissemination initiatives; coordinating REB submissions and approvals at institutional partner sites; ensuring regulatory requirements are followed; supporting PRAs to recruit and retain study participants; support planning, preparation, and implementation of training workshops, community advisory board meetings, KTE events, Body Mapping workshops, and similar participant and community-engaged activities; and coordinating the BC Research Team and the BC Community Advisory Board. At a national level, the RC will serve as the primary administrative liaison for the Knowledge Translation & Exchange (KTE) working group and contribute as a member of the Data Management & Analysis committee. The RC will develop and maintain recordkeeping systems and procedures including finance and budgeting. The RC will also be involved in research, including presenting conference abstracts

and preparing manuscripts. The RC may direct and/or support students and other trainees throughout the year. Finally, the RC will be involved in report preparation and grant writing and submissions.

DUTIES AND ACTIVITIES:

1. Plans and coordinates the activities of the research study protocol and the establishment and maintenance of operating policies and procedures.
2. Prepares and maintains research ethics board applications and records and reports of research activities, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
3. Ensures the smooth and efficient day-to-day operation of research and data collection activities in BC, including overseeing PRA-led administration of surveys in BC.
4. Trains, coordinates, and supports BC PRAs to recruit, consent and interview participants, as appropriate to specific study objectives and work scope.
5. Liaises with BC clinical sites, AIDS Service Organizations, and affected community members to recruit, consent and interview participants, share study updates and findings, and support community building.
6. Plans and coordinates regular BC team meetings and participates in national team meetings.
7. Assists with the coordination of Data Management and Analysis at the national level, ensuring quality control of data.
8. Assists with the coordination of Knowledge Translation & Exchange activities, including overseeing the study website, twitter and facebook pages, creating BC newsletters, participating in community events to share research findings, to create publicity and promote the movement of knowledge into action.
9. Contributes to grant writing, and conducts research including submitting and presenting conference abstracts and preparing manuscripts.
10. Complies with the principles of the Greater Involvement of People living with HIV/AIDS (GIPA) and the Meaningful Involvement of Women living with HIV/AIDS (MIWA) and a commitment to social justice.

JOB QUALIFICATIONS:

- Post-secondary degree in a related field preferred or equivalent combination of education and experience.
- Minimum of two years of research experience, including research in graduate school work.
- Familiarity with community-based research principles.
- Familiar with epidemiological and social science research.
- Knowledge of issues relating to people living with HIV/AIDS
- Excellent facilitation skills
- Exceptional program coordination and personnel management skills
- Excellent communication and interpersonal skills
- Fluency in English; bilingual with fluency in French an asset
- Strong awareness of anti-oppression and harm reduction issues
- Computer competency including proficiency in Microsoft Word, Excel, and Powerpoint.
- Familiarity with data storage and data analysis systems (such as SAS, R, and/or NVivo).
- Competency with social media platforms is an asset.

Please include in your letter of submission:

- Curriculum Vitae
- Experience and interests
- Salary Expectation and availability

CONTACT:

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APPLICATION DEADLINE: Applications will start being reviewed September 19, 2016 until position is filled

Note: Applications received without a cover letter will NOT be considered. Only candidates that are selected for an interview will be contacted. The BC-CfE is an equal opportunity employer. Women living with HIV are encouraged to apply. We would like to thank, in advance, all those who take the time to submit an application for this position. All decisions will be made by a hiring team, which includes research and community representatives.