

**RESEARCH FIELD OFFICE SUPPORT & FRONT DESK RECEPTION
BC Centre for Excellence in HIV/AIDS (BC-CfE)
Gender & Sexual Health Initiative (GSHI)**

The GSHI office is looking for a friendly, organized person to staff our front desk at our research office in Vancouver's downtown eastside (DTES).

GSHI has a number of on-going research projects with marginalized women and trans/gender diverse individuals including women living with HIV and sex workers. We have a storefront office in the DTES where we see study participants. We need a front desk person to greet participants, book appointments, keep the front desk area organized, and provide general office support to ensure smooth day-to-day operations of GSHI projects.

STATUS: Full Time (Monday-Thursday), One-year Contract with the possibility of extension

JOB START DATE: As soon as possible

SALARY: Commensurate with qualifications and experience

LOCATION: Gender and Sexual Health Initiative (GSHI) Field Office, 611 Powell St, Vancouver, BC

JOB: Works with GSHI research field office under the direction of the GSHI Principal Investigators and Research Coordinators, will be responsible for greeting participants, scheduling appointments, answering phones, overseeing coffee drop in, updating information in computer databases, and managing confidential files. In addition to front desk duties, the office support/ front desk person will be responsible for general office support including printing and putting research packages together, scheduling of rooms and offices, ensuring smooth GSHI office flow, and communication with and across teams. GSHI field office at 611 houses two core projects: An Evaluation of Sex Workers Health Access (AESHA) and Sexual Health and HIV/AIDS Women's Longitudinal Needs Assessment (SHAWNA).

For more information on GSHI, please visit: www.gshi.cfenet.ubc.ca.

ORGANIZATION: The BC-CfE currently employs a team of statisticians, programmers, data managers 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:

- Responsible for the reception area and maintaining the integrity of confidential health and research information.
- Schedules appointments, answers phones, and responds to inquiries
- Oversees coffee drop in space for participants

- Maintains secure database of addresses, phone numbers and other contact information
- Performs general office duties including photocopying, and faxing
- Other general office duties as appropriate
- Responsible for communicating with interviewers and clinical research associates daily schedules
- Responsible for making calls to study participants to book interviews and checking voicemail message
- Responsible for ensuring that participant contact information is up-to-date
- Act as point person for building operation functions such as maintaining key-lists, keeping track of office supply stocks, etc.
- Enters questionnaire data into secure databases as needed

JOB QUALIFICATIONS:

- High School graduate or equivalent
- Experience working with marginalized women, including women living with HIV, street and off-street sex workers, Indigenous and new im/migrant communities and trans/gender diverse individuals
- Experience in community-based organizations
- Strong interpersonal skills
- Ability to work with confidential health information in a research environment
- Highly organized and ensures quality, accuracy and attention to detail in all work
- Experience with conflict management
- Knowledge and previous experience working with participants whom may be affected by mental health issues, cognitive impairment, and health issues.
- Willingness to be flexible in problem-solving and ability to handle multiple tasks at once
- Intermediate level computer skills with Microsoft Office Suite (word and Excel) as well as email programs and Internet
- Experience with data entry as asset
- People living with HIV, Indigenous persons, and new im/migrants, individuals of gender/sexual minority, and individuals with sex work experience are strongly encouraged to apply

Please include in your letter of submission:

- Curriculum Vitae
- Cover letter with experience and availability

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: GSHI is committed to GIPA/ GIPA principles

CONTACT:

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APPLICATION DEADLINE: Applications will start being reviewed October 11, 2016 until position is filled.