

**Research Coordinator (Maternity Coverage)
BC Centre for Excellence in HIV/AIDS
Gender & Sexual Health Initiative (GSHI)**



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 7 month, maternity leave coverage March 12th- October 5th, 2018

JOB START DATE: March 12th, 2018

SALARY: Salary range for this full-time mat leave coverage position is: \$55,000-\$62,000/annum (Monday-Friday), dependent on experience. It is expected that the Research Coordinator will work the hours required to fulfill the responsibilities of the position, with some flexibility for occasional evenings.

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

JOB: Works with multidisciplinary sexual health and HIV/AIDS research team under the direction of the GSHI Director and Principal Investigator(s). With support from the assistant project coordinators, the Research Coordinator is responsible for the planning, development, implementation and operation of two community- based longitudinal research cohorts: AESHA (An Evaluation of Sex Workers Health Access) and SHAWNA (Sexual Health and HIV/AIDS: Women's Longitudinal Needs Assessment) Projects. 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.

QUALIFICATIONS:

- Bachelors or Master's (preferred) degree in public health, social work, health policy, or related field, with expertise in gender, sexual health, sex work, and HIV/AIDS.
- Minimum of 3-5 years of related professional experience in coordinating sexual health research and/or related community-based research (e.g. social justice, health policy, or AIDS service organizations).
- Experience supervising and managing a diverse team and working with marginalized communities.
- Clear understanding of community-based research processes acquired through practical/applied experience.
- Experience in organizing/coordinating research projects, and supervising large-scale research activities.
- Knowledge of current HIV and sex work legal and policy issues, as well as broader gender, sexual health and HIV/AIDS research field.
- Strong community and social justice experience and knowledge to develop and maintain strong connections with diverse community, policy and clinical stakeholders.
- Theoretical knowledge in Public Health, Epidemiology, or related field.

- Strong knowledge of quantitative and epidemiological research design and methodology; knowledge of qualitative and ethnographic research also considered an asset.
- Ability to use organizational and management tools.
- Exceptional communication and interpersonal skills, including ability to communicate clearly and effectively in person, over e-mail and by telephone; tact, diplomacy, and flexibility in dealing with research participants, research staff and faculty investigators.
- Ability to build effective teams and foster positive working culture and team dynamics.
- Experience with reporting and communication systems, including email a
- Experience in preparing documents, reports, and communication materials for mass distribution.
- Experience in Microsoft Office Suite and Access database management; Word, Excel, database proficiency; graphics capability.
- Strong analytical, problem-solving and planning skills.
- Deadline and detail-oriented.
- Ability to work independently but also as part of a multidisciplinary team.
- Ability to be flexible with schedule (some evening work may occasionally be required).

DUTIES:

- 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.
- Together with Principal Investigators and the GSHI Director, responsible for overall vision of the AESHA and SHAWNA teams.
- Supervises the hiring, training and ongoing activities of a team of multi-lingual community outreach workers, interviewers, peer research associates, and sexual health clinical research staff (both experiential and non-experiential). Establish and maintain effective communication between and within AESHA and SHAWNA teams.
- Provides on-going support, evaluation and feedback to individual team members, as well as overall team-building.
- Supporting a diverse team of SHAWNA Peer Research Associates and Peer Mentor of women living with HIV.
- Together with AESHA Assistant Coordinator, oversees a multi-lingual and diverse team including experiential team members to do weekly outreach and nursing visits to indoor in-call venues and outdoor sex work settings across Metro Vancouver.
- Manages administrative activities associated with research projects including training, scheduling and supervision of personnel, monitoring expenditures, data management and adherence to ethics, confidentiality and privacy standards.
- Together with Data Officer, oversees both data collection and data entry on the ground, adhering to ethical standards.
- Responsible for building and maintaining relationships with multiple community partners, including coordination of regular Community Advisory Board meetings for SHAWNA and AESHA.
- Liaises with statistical and data management team, including generation of monthly reports and ensuring effective and efficient implementation of the data management software.
- Serves as program liaison to other programs, and outside community, policy, health service and government agencies.
- Oversees the preparation of operational and community research reports for management and regulatory agencies.
- Ensures projects are administered according to research protocols, both highest ethical and scientific standards.
- Oversees informed consent process, with relevant Assistant Project Coordinators.
- Sets targets for and assists with recruitment and follow-up interviewing of participants from marginalized communities.
- Supervises staff by orienting, training and giving them ongoing performance feedback.
- Ensures all research sites (including mobile outreach vans) are well-maintained and in good repair.

- Performs related responsibilities as required.

ASSETS FOR THIS POSITION:

- Expertise in social justice, gender, sexual health and HIV/AIDS and marginalized populations, including Women Living with HIV, sex workers, Indigenous and new immigrant/migrant communities, and/or gender/sexual minority populations.
- Leadership experience in community-based organizations and/or community-based research
- Knowledge of current HIV and sex work policy issues and broader gender, sexual health and HIV/AIDS.
- Class 5 BC drivers license
- Women living with HIV, Indigenous and new im/migrant persons, individuals of gender/sexual minority, and individuals with sex work experience are strongly encouraged to apply.

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/MIPA principles.*

CONTACT:

c/o Patricia McDonald, pmcdonald@cfenet.ubc.ca

APPLICATION DEADLINE: Applications will start being reviewed immediately until position is filled.