

Project Coordinator - Qualitative Research

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: One year 0.5 FTE position with potential for renewal (preferably W-F)

JOB START DATE: As soon as possible

SALARY: Salary range is \$23-25/hr depending on experience.

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

JOB: Works with community-based research (CBR) sexual health and HIV/AIDS team under the direction of designated Principal Investigators, and working closely with GSHI research coordinator, assistant coordinators. Assists with coordination, planning and conducting of ethnographic and qualitative research, including data collection, management, analysis and peer review writing focused on marginalized communities affected by HIV, in particular women living with HIV/AIDS, street/off-street sex workers, trans persons and new im/migrant women. For more information, 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-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:

- Under direction of the designated PIs, oversees the planning of qualitative research activities including collaborative development of interview topic guides and other research materials together with CBR team including Peer Research Associates and community partners
- Working with CBR team, coordinates and supports recruitment of study participants for qualitative research
- Follows appropriate informed consent procedures and adheres to guidelines for research with human subjects and marginalized communities
- Conducts and supports CBR team in conducting in-depth qualitative interviews and ethnographic fieldwork with affected community and related stakeholders (e.g. service providers)
- Records interview information, observation fieldnotes, and oversees maintenance of research records
- Codes and analyzes qualitative data using qualitative data analysis software
- Together with the GSHI Research Coordinator and Assistant Coordinators, participates and helps to organize ongoing training with CBR team
- Assist in ensuring data integrity
- Facilitates involvement and training of Peer Research Associates in Qualitative Research
- Facilitates CBR engagement in qualitative research, including research questions, analysis and writing

- Drafts manuscripts for peer review publication and community summaries, and reports, as appropriate
- Presents qualitative research back to community, engages in GSHI knowledge translation activities
- Ability to work independently and within a multidisciplinary team of Peer Research Associates (PRAs), interviewers, and clinical research associates with diverse experiential assets, including women living with HIV, trans persons, and current/ former sex workers
- Has some flexibility in working hours for occasional evening/ nighttime outreach to connect with affected community
- Performs other duties as required

JOB QUALIFICATIONS:

- Master's degree in Social Sciences, Sociology, Health Sciences, or related field
- Previous experience in coordination of community participatory based research projects with marginalized individuals
- Strong interviewing and facilitation skills developed through mix of academic training and practical experience
- Excellent understanding of qualitative research methods acquired through both practical and academic experience
- Research experience/ familiarity in gender, sexual health, HIV from a health and social justice framework among marginalized populations
- Proven track record in writing of qualitative research for peer review publication and other mediums
- Ability to work autonomously without direct day-to-day direction
- Must be proven self-motivated to set work schedule and interviews with affected community
- Excellent verbal and written communication, organization, and time-management skills
- Computer literate in Microsoft WORD and EXCEL
- Previous experience with qualitative data analysis software (NVIVO, ATLAS.ti, etc.)

ASSETS FOR THIS POSITION:

- Expertise in 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
- Experience in community-based organizations
- Experience with participatory and/or arts-based approaches to research with the affected community (e.g. photovoice, social mapping)
- Familiarity with theoretical knowledge applied to qualitative research, including structural vulnerability, feminist theory, social geography
- We encourage people living with HIV, Indigenous and new immigrant persons, individuals of gender/sexual minority, and individuals with sex work experience to apply

Please include in your letter of submission:

- Curriculum Vitae and availability
- Experience and interests

CONTACT:

c/o Human Resources Coordinator, BC Centre for Excellence in HIV/AIDS, 608-1081 Burrard Street, Vancouver, BC, V6Z 1Y6 FAX: 604-806-8464, e-mail:hr@cfenet.ubc.ca

APPLICATION DEADLINE: Applications will be reviewed beginning on Feb 17th, until filled.

Note: The BC-CfE is an equal opportunity employer; GSHI is committed to GIPA/ MIPA principles. Applications received without a cover letter will NOT be considered. Only candidates that are selected for an interview will be contacted.