

DEPARTMENT:

**British Columbia Centre of Excellence for Women's Health**

JOB TITLE:

**Administrative Coordinator - Tobacco**

### **PURPOSE**

The Administrative Coordinator will support the Tobacco Research team at the British Columbia Centre of Excellence for Women's Health, by coordinating multi-disciplinary research projects and/or knowledge exchange initiatives in the field of tobacco control and women's health.

### **ROLE SUMMARY**

Reporting to the Manager of Research at the British Columbia Centre of Excellence for Women's Health (BCCEWH), the Administrative Coordinator is responsible for the daily coordination and administrative aspects of research and knowledge exchange activities within the Tobacco Research team including: Liaising with researchers and knowledge users in virtual and face-to-face contexts, event/logistical planning, report preparation, budgeting, team meetings and other related activities.

### **KEY ACCOUNTABILITIES**

#### *Project Coordination*

- Participate in/coordinate the development of written materials communicating the work of the Tobacco Research Team to diverse audiences.
- Participate in/coordinate the development and submission of grant applications based on input from researchers.
- Respond to both internal and external requests for information and resources (this will require the incumbent to be or become familiar with the subject matter and materials available).
- Plan all logistical aspects of face-to-face and virtual meetings and knowledge exchange events including liaising with key contacts, confirming dates, times, arranging for room bookings, catering, audio-visual requirements, travel and accommodation for team members and others as necessary.
- Prepare meeting materials, (e.g. agendas, ordering and copying of handouts) and record and distribute minutes to researchers and knowledge users.
- Administer and submit expense reimbursements for team members as necessary.
- Provide regular updates on issues related to the project(s) and other administrative matters.

#### *Information retrieval, management and exchange*

- Maintain databases of contacts, materials, resources, literature, educational workshops and conference presentations.
- Perform online and library searches of relevant literature and databases as requested.
- Maintain project website(s) with latest resources, presentations, and conference information.
- Host exhibit tables and poster presentations at conferences on behalf of the programs and the BCCEWH.

#### *Evaluation and Reporting*

- Collect and enter evaluation data, and assist in creating reports on periodic evaluations.
- Draft reports for a variety of stakeholders, as requested.

- Attend and participate in a variety of team meetings, including minute-taking, as requested.

## **QUALIFICATIONS**

- Bachelor's degree in a relevant field, plus two years administrative experience in a research environment.
- Strong oral and written communication skills with the ability to respond politely and diplomatically to both internal and external inquiries.
- Demonstrates strong organizational skills and ability to prioritize workload and work under time pressures to meet deadlines.
- Excellent attention to detail.
- Excellent Word, Excel, PowerPoint, Outlook, Contribute, and Internet skills. Familiarity with Databases, Endnote, and Adobe.
- Works independently with minimal supervision. Guidance will be provided as required.
- Exercises tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature.
- Ability to initiate, prepare, analyze, edit, and submit correspondence and reports.

## **Apply**

SUBMIT YOUR COVER LETTER AND RESUME TO:

Recruiter

British Columbia Centre of Excellence for Women's Health

E311 – 4500 Oak Street, Box 48

Vancouver, BC V6H 3N1

Ref: Administrative Coordinator - Tobacco

Email: [recruiter@cw.bc.ca](mailto:recruiter@cw.bc.ca)

Applications will be accepted until position is filled.