

DEPARTMENT:	British Columbia Centre of Excellence for Women's Health
JOB TITLE:	Project Coordinator
STATUS:	Full-time

PURPOSE

The Project Coordinator supports the Researchers and/or Investigators by managing and coordinating a multi-disciplinary research project and knowledge exchange initiative in the field of women's health.

ROLE SUMMARY

Reporting directly to the Principal Investigator or his/her designate at the BC Centre of Excellence for Women's Health, the Project Co-ordinator is responsible for the daily management, overall coordination, and implementation of research activities related to a multi-disciplinary team research project including research workplans, ethics review, data collection, management and analysis; preparation of grants, papers and reports; supervision of research assistants, budgeting, research team meetings and other related activities.

KEY ACCOUNTABILITIES

Research Activities

- Develops and implements project workplans ensuring timelines and reporting requirements are met.
- Assists with the design of research protocols and suggests efficiencies, improvements and innovations.
- Facilitates ethics review application process using online application service.
- Facilitates, and in some cases conducts, data collection, data entry, data management and data analysis using appropriate software (e.g., SPSS, NVivo, etc.).
- Drafts, co-writes and disseminates products which may include peer-review publications, research reports, policy briefs, grant applications, conference abstracts, presentations, etc.
- Organizes and participates in research meetings to discuss and/or report on project(s) progress, research results, funding opportunities, and to share ideas.
- Communicates with local, provincial, national and/or international researchers, policy makers, practitioners and consumers and responds to enquiries about the research project(s).
- Liaises with the Grant Specialist to interpret grant regulations specific to research projects.
- Reviews and understands funding regulations attached to each project to ensure project activity compliance.

Research/Project Administration

- Prepares and monitors project budgets and other accountabilities (using Excel and other software).
- Collaborates with Principal Investigator and research team (if applicable) to ensure project objectives are being met.
- Provides regular project reports and updates to Principal Investigator or designate.
- Organizes research team meetings preparing meeting agendas; ensuring timely notification of issues or problems to the Principal Investigator.
- Manages the general office for the project(s) ensuring adequate supplies are available and that project materials are well organized.
- Performs other related duties as required.

Supervision

- If designated so by the Principal Investigator or their designate, may supervise Research Assistant(s) and monitors day to day work to ensure study protocols are followed reporting any difficulties to the Principal Investigator. This may include assigning research activities/tasks (e.g. literature searches, recruitment, data collection, management, etc.) to research assistants, providing guidance and feedback throughout the process.
- Works in conjunction with the Principal Investigator to conduct research assistant(s) performance reviews.

QUALIFICATIONS

- PhD or Master's degree in a health-related field, plus two years of relevant experience in a research environment or an equivalent combination of education, training and experience.
- Experience managing research projects and conducting research with qualitative and/or quantitative research methodologies.
- Experience drafting and co-writing research papers, project reports, grants and presentations.
- Data analysis experience (using such programs as NVivo, SPSS, etc.).
- Strong oral, written, and technology-based communication skills.
- Strong interpersonal, leadership, supervisory, problem solving, multi-tasking and organizational skills.
- Ability to work effectively under pressure to manage deadlines, as well as exercise tact and discretion.
- Ability to work both independently and within a team environment.
- Computer experience required (word processing, spreadsheets, database, webmeetings).
- Supervisory experience considered an asset.
- Experience or demonstrated interest in one of the following research areas: Women's health research, health promotion, health equity or health policy.

APPLICATION PROCESS

Please submit your cover letter and resume by fax to 604-875-3716, or by e-mail to:

recruiter@cw.bc.ca

BC Centre of Excellence for Women's Health

E311 – 4500 Oak Street

Vancouver, BC V6H 3N1

Subject line: Project Coordinator - Women and Health Promotion