JOB DESCRIPTION

TITLE: Research Coordinator

IMMEDIATE SUPERVISOR: Manager

REPORTS TO: Director

SUMMARY: The Research Coordinator will provide program evaluation and research coordination support to the team. The incumbent will maintain responsibilities over both, program evaluation and research coordination, ensuring timely data collection, data entry, research analysis, reporting, and data base management.

MAIN RESPONSIBILITIES:

Program Evaluation and Data Analysis

- Manage and maintains multiple databases
- Track key performance indicators for multiple programs under Team
- Ensures data collection, data entry**,** review, and analysis are done in a timely manner
- Produces summary reports, tables and trends data for the Manager and Director in a timely manner
- Write brief reports on outcomes and program developments
- Write communication briefs to ensure good communication of team's program successes.

Research Coordination

- Liaise with research team members, collaborators, and research ethics boards
- Operate within established research protocols to perform and/or assist with procedures relevant to various studies
- Recruit and instruct research participants, as appropriate to specific study objectives
- Ensures measures and surveys are done in a timely manner
- Ensure data entry of all measures, as well as quality control
- Ensure the smooth and efficient day-to-day operation of research data collection protocols and data analysis activities
- Organize and facilitate meetings associated with research activities, as required
- Coordinates students and/or volunteers to assist with quality data collection and entry

Manuscript, abstract, and presentation preparation
- Conducting literature searches of various literature databases and using appropriate search criteria
- Create and maintain a database of bibliographic references using appropriate software (e.g. Reference Manager).
- Assists in report writing, preparing presentations, posters and publications

Perform other related duties as assigned by supervisor

QUALIFICATIONS/REQUIREMENTS:

- Undergraduate degree in health related field or related discipline AND 2 or more year(s) experience in community program evaluation or clinical research.
- Previous education and experience in evaluation AND/or management of large electronic databases
- Advanced knowledge of statistical methods and ability to complete statistical analyses, both independently and under supervision
- Demonstrated experience working independently and in a team environment
- Demonstrated experience in delivering on time sensitive reports
- Criminal Record Check

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with program evaluation focussed on vulnerable populations
- Experience in community-based program research
- Experience in participatory action research
- Excellent computer skills, including advanced knowledge of research related software (Excel, PowerPoint, Medline and other literature search engines, Reference Manager or equivalent)
- Excellent communication and writing skills
- Advanced knowledge and practice of statistical software, including SPSS, Red Cap
- Ability to communicate and interact competently, as well as professionally at all levels within a complex clinical research environment
- Knowledge of medical and research terminology
- Ability to work under pressure and on several projects concurrently
- Self-directed and able to work independently with minimal supervision and within a multidisciplinary team
- Previous experience in report writing, publication and communication briefs
- Excellent interpersonal skills
- Bilingual (French and English) is an asset

Please send your CV and motivation letter to

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.

We thank all applicants for their interest. However, only those invited for an interview will be contacted.