

Job title:	Grant Coordinator
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Position status:	This is an on-going, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
Term:	The initial term of this role is expected to be at least 1 year in duration and renewable, should grant funding continue to be available
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume with cover letter and a writing sample (up to two pages) to hr@cheos.ubc.ca

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS/CTN welcomes a broad range of applicants, and accommodations are available for candidates taking part in all aspects of the selection process.

[CHÉOS](#) is an interdisciplinary collective founded to pursue excellence in health outcomes research. We produce and translate high-quality research evidence to inform health care and health outcomes and provide a wide range of support services for health outcomes research and clinical trial studies.

CHÉOS is also home to the CTN National Centre. The [CTN](#) is a Canada-wide collaborative and inclusive network committed to generating knowledge on the prevention, treatment, and management of HIV, other sexually transmitted and blood-borne infections and more recently, COVID-19 research through clinical studies and trials.

Job Summary

CHÉOS and the CTN are seeking a resourceful and collaborative Grant Coordinator to join our grant facilitation team. The Grant Coordinator will guide the grant submission process, from researching, writing, and coordinating the preparation and submission of proposals to related administrative support. The ideal candidate is a skilled written and verbal communicator, a highly organized self-starter, and is team-focused. This position will engage with a growing multidisciplinary team, including physicians, epidemiologists, research staff and trainees. Experience with grant facilitation and project management is a valuable asset.

Work Performed

- Support the development and logistics of individual, multidisciplinary, and multi-institutional funding applications.
- Write, revise, and edit draft funding proposals, letters, progress reports, research summaries, award submissions, and plain-language documents.
- Communicate health research concepts clearly and compellingly.
- Provide recommendations related to content gaps, layout and formatting according to grant guidelines and criteria to improve readability, clarity, and impact.
- Participate in project planning and execution (e.g., organize timelines, ensure completion of project tasks, schedule meetings etc.).
- Assist with coordinating and collecting grant submission information (e.g., curriculum vitae, letters, research budgets, tables, appendices etc.).
- Enter, maintain and monitor grant tracking data and newly identified funding opportunities.
- Other related duties as assigned.

Supervision Received

Reports to the Director of Grants and Research Development, CHÉOS/CTN.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

Tact, diplomacy, and a high degree of judgement and initiative are required to deliver effective grant support. Errors in the performance of the above-related duties could significantly impact the effectiveness of funding applications and the financial status of CHÉOS/CTN. Inappropriate judgment could result in loss of potential research and/or infrastructure opportunities or cause damage to the Centre and the Network's reputations.

Working Conditions

CHÉOS/CTN staff are largely working from home while COVID-19 protocols for physical distancing remain in place. The position is typically based at CHÉOS, located in St. Paul's Hospital, with the incumbent being provided appropriate workspace. Travel to meetings and conferences may be required from time to time.

Qualifications

- A minimum of a Bachelor's degree in a relevant area of study and two years of related experience, or an equivalent combination of post-graduate education and experience.
- Additional relevant training or certification in writing/communication, project management or experience in health research-focused projects is an asset.
- Proven ability to write, edit, or critique successful grant proposals.
- High proficiency in Microsoft Office, including Word, Excel, and PowerPoint.
- Knowledge of and ability to interpret and communicate research ideas.
- Ability to work collaboratively and independently in a work-from-home or face-to-face setting.
- Excellent organizational, project and time management skills and ability to work with accuracy in a deadline-driven environment.
- Creative, collaborative and passionate about advancing health research.

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. **We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.***