



the CTN  
CIHR Canadian  
HIV Trials Network

le Réseau  
Réseau canadien  
pour les essais VIH des IRSC



CHÉOS  
Centre for Health Evaluation  
& Outcome Sciences

## Program & Fund Development Coordinator Full-time (37.5 hours per week)

**Who we are:** At the Centre for Health Evaluation and Outcome Sciences (CHÉOS) we are proud to be recognized as one of Canada's foremost health outcomes research organizations. We are a multidisciplinary team of scientists, researchers, and support staff based at St. Paul's Hospital in partnership with the University of British Columbia. Focused on evaluating the effectiveness of health interventions, we influence change by improving patient care and transforming health systems for the future.

Embedded within the Centre's infrastructure is the CIHR Canadian HIV Trials Network (CTN). The CTN facilitates and supports high-quality, community-collaborative, investigator-driven HIV clinical trials and innovative non-interventional research. Our work provides mentorship and training while sharing resources and expertise.

**Our commitment to you:** We offer competitive salaries and excellent benefits, including a minimum of 4 weeks paid vacation annually (for full-time roles), extended health and dental plans, and membership in the Municipal Pension Plan. We are committed to creating an inclusive, dynamic, and cooperative work environment in which all participants are encouraged to pursue personal and professional growth.

**What you'll do:** The Program & Fund Development Coordinator (PDC) will create a vibrant and supportive learning environment for trainees and staff at CHÉOS and the CTN. The role will include raising philanthropic funds to support trainee programs and other special initiatives. With a strong sensitivity to and knowledge of the systemic barriers that underrepresented groups face in education and research, this position will facilitate accessible and inclusive education and career growth opportunities for all within our organization. Key duties include:

- Manage and administer the CTN Postdoctoral Fellowship (PDF) Program.
- Establish relationships with stakeholders, partners, and funders, including industry, not-for-profits, and other relevant organizations to obtain funding for trainee programs.
- Work alongside the academic process to provide an inclusive and welcoming environment to enhance PDF's career trajectories.
- Plan, organize, and facilitate the CHÉOS Education and Trainee program for existing CHÉOS trainees, including workshops, journal clubs, trainee lunch and learns, and other related events.
- Develop a set of policies and procedures for the CHÉOS Education and Trainee program.
- Work collaboratively to identify gaps and develop new opportunities for trainees.
- Establish a recruitment system for the CHÉOS Education and Trainee program.
- Other related duties as assigned.

**This could be for you if:** you have excellent English and French written and oral communications skills, and sensitivity and understanding of inclusive and equitable practices in education and research. You have a keen interest in seeking out related knowledge and training with a strong capacity to take initiative and plan ahead. You have experience in and a knack for fundraising. You work well independently and collaboratively with tact and diplomacy, and your superior relationship development skills help foster strong partnerships and a welcoming environment. Organized, with the ability to multi-task, prioritize, and meet deadlines, you use strong critical thinking skills and attention to detail to perform your work with accuracy.

**Qualifications:** Undergraduate degree in a relevant field. Minimum of five years relevant experience or the equivalent combination of education and experience. A minimum of two years' education program coordination and fund development experience. Previous experience working in an academic or research setting is an asset. Superior computer skills in MS Office, Excel, Adobe Acrobat.

**Apply:** Email resume with cover letter to [hr@cheos.ubc.ca](mailto: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.*