

Job title:	Project Coordinator
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) at Providence Research
Location:	Vancouver, BC
Salary:	Salary will be in accord with experience, plus a competitive benefits package including four weeks of paid vacation to start (prorated for part time employees), extended health and dental plans
Desired Start Date:	As soon as possible
Full/Part-time:	Part-time (15-20 hours/week)
Term:	1 year in duration with the possibility of extension dependent on grant funding
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 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.

Who We Are

Bridging the gap between data, research, and care, [CHÉOS](#) is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level. From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, CHÉOS seeks to improve health outcomes for all.

Our Commitments to You

At CHÉOS, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks of paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support health, wellness, and work-life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan with employer-matched contributions (part time employees are eligible after two years of service and minimum earnings met)

The Role

Under the supervision of Dr. Bohdan Nosyk, the Project Coordinator will assist in the planning, development and implementation of a Health Canada-funded study related to substance use, perinatal care, and maternal/child health. Dr. Nosyk leads a multidisciplinary team of statisticians, health economists and public health researchers engaged in an international portfolio of leading-edge health economic and health services research projects focusing on HIV/AIDS and substance use disorders. This team offers outstanding research opportunities, a breadth of methodological skills, and a focus on improving health outcomes for marginalized populations. This position entails research and grant administration in addition to involvement in research studies with potential for publication and additional professional development opportunities. Responsibilities of the role include:

- Creates and submits harmonized ethics applications, renewals, and amendments
- Coordinates research grant administration between funding agency and research teams
- Ensures projects are administered according to research protocol
- Coordinates and facilitates community engagement meetings
- Coordinates project team meetings to ensure well-defined and timely agendas, compilation of background information and supporting materials, and preparation of communication materials for knowledge translation
- Completes progress reporting duties as specified by each funding body including study progress and financial reports
- May assist in recruiting and interviewing participants, gathering and presenting data
- May serve as project liaison to other departments or outside organizations
- Assists in the preparation of manuscripts, abstracts, posters, PowerPoint presentations and other knowledge translation materials

Skills and Qualifications

- A Master's degree in Health Sciences, Public Health, Business Management, or a related field is preferred
- Two years of professional experience in a health research or related setting
- Experience in coordinating research projects and/or grant-based programs

- Experience working with health agency stakeholders and community members
- Knowledge of research accounting and finance is an asset
- Experience in preparing publications, reports, and communication materials
- Excellent organizational, project and time management skills and ability to work with accuracy in a deadline-driven environment
- High proficiency in Microsoft Office, including Word, Excel, and PowerPoint
- Theoretical knowledge in Epidemiology, Public Health, or related field
- Ability to use organizational and management tools (e.g. Excel, Asana)
- Exceptional communication and interpersonal skills
- Collaborative and passionate about advancing health research
- Ability to work independently and as part of a team

Covid-19 Vaccine Mandate

This position is located within a healthcare facility. Therefore, this position requires successful verification of full vaccination against Covid-19 provided prior to the start date, as required by the provincial health mandate.