

<b>Job title:</b>	Grant Coordinator
<b>Departments:</b>	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
<b>Location:</b>	St. Paul's Hospital, Vancouver, BC
<b>Salary:</b>	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
<b>Desired Start Date:</b>	As soon as possible
<b>Full/Part-time:</b>	Full-time (37.5 hours/week)
<b>Position status:</b>	This is an ongoing, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding continuing to be available
<b>Application Closing Date:</b>	Open until filled
<b>How to Apply:</b>	Interested candidates should email their resume with cover letter and a writing sample (up to two pages) to <a href="mailto:hr@cheos.ubc.ca">hr@cheos.ubc.ca</a>

*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.*

We welcome applications from candidates legally entitled to work in Canada.

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## Who We Are

[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.

## **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

## **The Role**

CHÉOS and the CTN seek a resourceful and collaborative Grant Coordinator to join our grant facilitation team. Reporting to the Director of Grants, 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. Your key responsibilities will include:

- Support individual, multidisciplinary, and multi-institutional funding application development and logistics.
- 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 for 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.

## **Skills and 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.

**Covid-19 Vaccine Mandate**

The position will work at CHÉOS, located in St. Paul's Hospital, and will be provided with an appropriate workspace. Flexibility with on-site/remote work may be provided in alignment with organization policy and manager's discretion.

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