
Job title:	Project Coordinator
Department:	Centre for Advancing Health Outcomes (Advancing Health)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	\$72,000
Full/Part-time:	Full-time (37.5 hours/week)
Appointment Type:	This is an ongoing, regular-status Providence Health Care (PHC) position (union-excluded), however, all research-funded positions are dependent on grant funding continuing to be available
Desired Start Date:	As soon as possible
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume and cover letter to hr@advancinghealth.ubc.ca ; applications that don't include both will not be reviewed

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. Advancing Health 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.

Who We Are

Bridging the gap between data, research, and care, [Advancing Health](#) 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, Advancing Health seeks to improve health outcomes for all.

Our Commitments to You

At Advancing Health, 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

Under the supervision of Dr. Bohdan Nosyk, the Project Coordinator will assist in the planning, development, and implementation of various studies. 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 with access to world-class linked administrative databases, 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 projects with potential for publication and additional professional development opportunities. Some of the work performed includes:

- Coordinating submission of proposals to research funding opportunities and assist in writing grant proposal applications (developing budget, project timelines, liaising with co-applicants to collect required information, facilitating submissions).
- Creating and submitting harmonized ethics applications, renewals, and amendments.
- Ensuring projects are administered according to research protocol.
- Coordinating meetings to ensure well-defined and timely agendas, compilation of background information and supporting materials, and preparation of communication materials to assist in meeting facilitation and knowledge translation.
- Completing progress reporting duties as specified by each funding body including study progress and financial reports.
- May assist in recruiting and interviewing participants, developing and conducting tests and surveys, and gathering and presenting data.
- May serve as project liaison to other departments or outside organizations.
- Other related duties as may be assigned.

Minimum Qualifications

Master's degree in Health Sciences, Public Health, Business Management, or a related field, or the relevant equivalent combination of education, training, and experience.

Preferred Qualifications

- Two years of related professional experience in a health research setting.
- Experience in organizing/coordinating research projects and/or grant-based programs.
- Experience in grant submissions and research administration.
- 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.
- Knowledge of research design and methodology.
- Ability to use organizational and management tools (e.g. Excel, Asana).
- Exceptional communication and interpersonal skills.
- Collaborative and passionate about advancing health research.

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.