

INTERACT Vancouver Coordinator 2020 – Job Posting

Title	Project Coordinator
Employer	Dr. Meghan Winters, Simon Fraser University
Work Location	Centre for Hip Health and Mobility, 2635 Laurel St, Vancouver, BC, with possibility to work from SFU
Status	Part time position (20 hours/week), with possibility of expansion
Duration	Minimum 9 months, with possibility of extension
Salary	Commiserate with experience
Start Date	February 2020

Position Description

This coordinator position is part of a 5-year (2017-2022) CIHR-funded INTERACT (INTERventions, Research and Action in Cities Team) project, under the supervision of Meghan Winters, researcher at SFU and director of the Cities, Health and Active Transportation Research Lab (CHATR Lab). This project brings together teams from Montreal (UdM, Yan Kestens), Vancouver (SFU, Meghan Winters), Victoria (SFU, Meghan Winters), and St-John's (Memorial U, Daniel Fuller) and knowledge users from the cities, public health agencies and local NGOs. The project aims to evaluate several major urban interventions in these four Canadian cities in terms of the impact on population health and health inequalities. The project will recruit four new cohorts, measure people with wearable sensor devices, and build a comprehensive Geographic Information System for continuous tracking of changes to the urban form.

The primary purpose of the coordinator position is to oversee a research study about the health and social impact of the Vancouver site of INTERACT which focuses on the Arbutus Greenway development, including managing day-to-day research and administrative activities. The Arbutus Greenway project is transforming a historic railway into a vibrant corridor for people to walk, cycle, roll, and connect and the INTERACT project is asking “Will its development make the city a happier and healthier place to be?”

The Vancouver INTERACT coordinator will work in close collaboration with the national INTERACT research team including national and local investigators, other local project coordinators, the national coordinator, and knowledge broker, and with stakeholders and staff in Vancouver. The individual will be responsible for managing day-to-day activities of the research projects of the Vancouver-based activities, including administrative tasks (i.e. bi-annual funder reports), data collection/analysis, and engaging with city partners and community stakeholders (i.e. attend meetings, prepare presentations). The coordinator will work out of the Centre for Hip Health & Mobility, with possibility to work from SFU as well. Hours will require some flexibility, on a weekly and seasonal basis. For more information regarding the INTERACT initiative: <https://teaminteract.ca/>

Responsibilities

- Coordinates the development, management and operation of complex research activities in Vancouver such as maintaining a large data set and oversees participant retention activities;
- Participation in the development of data collection methodologies, instruments and databases;
- Coordinates data collection campaign in Vancouver;
- Contributes to the writing of reports, scientific abstracts, presentations, and manuscripts;
- Assist researchers and knowledge users in project development;
- Prepare and run Vancouver-specific site meetings and online webinars;
- Represent research team at meetings with community and external stakeholders;
- Conduct complex literature reviews and summarize relevant literature;
- Prepare ethics application renewals;
- Assist with project budget management by processing financial requisitions and expense reports specific to the Vancouver site.

Requirements

- Experience in project coordination;
- Experience with recruitment, data collection, and database management;
- Experience with online collaborative tools;
- Bachelor's or Master's degree in research-related field (MSc, MUrb, or MPH is preferred).

Assets

- Expertise in intervention research;
- Effective oral and written communication, interpersonal and organizational skills;
- Accuracy and attention to detail;
- Ability to exercise initiative in conducting research and ability to work both independently and within a team environment;
- Ability to exercise tact and discretion in dealing with external agencies and researchers;
- Demonstrated ability to compose and write reports, letters and other materials clearly and concisely;
- Experience in knowledge translation and exchange activities;
- Ability to conduct quantitative and qualitative analysis, and/or GIS;
- Experience working with academic and community partners.

To apply, please forward your CV and a cover letter to mwinters@sfu.ca by January 21, 2020, with "INTERACT coordinator" in the subject line. We will be in touch with candidates after that date.