
Job Posting: Research Coordinator

About Us

One in nine children worldwide have a disability of some kind: millions of people from infancy to adulthood need access to diagnosis and targeted treatment. Families need help giving the best possible support to their loved ones born with brain-based conditions, including autism, cerebral palsy, and fetal alcohol spectrum disorder. As a national Network of Centres of Excellence, Kids Brain Health Network (KBHN) is funded by the federal government to make a difference.

The goal of the Kids Brain Health Network science program is to prepare the next generation of developmental neuroscientists to become leaders in neurodevelopmental disorders research for early diagnostics, therapeutics, and family/community support. The successful candidate will have the opportunity to experience real-world aspects of early work experience in a Canadian not-for-profit organization that are fundamental to ensuring the efficiency and effectiveness of Network's research and training initiatives.

Reporting to the Research and Training Manager, the Research Coordinator supports the administrative and project management tasks within this portfolio that assist the Research and Training Manager organize, track and communicate key information to the KBHN Board, Committees, funding agencies and KBHN team.

As the Research Coordinator, you have a keen interest in stepping out of the academic path and gain valuable experience and skills in research administrative that furthers your knowledge in academic research and your skills in research administration.

This position has a focus on career path alternatives to health research. Working in this position will give you a unique opportunity to learn and facilitate the administrative and communications side of basic research and health sciences from experts in their fields.

Kids Brain Health Network

1. Is able to quickly understand research project trajectories and identifies administrative tasks required to keep the projects on track.
2. Coordinates reporting procedures and practices: prepares templates, and liaises with investigators
 - a. Prepares and updates reporting templates and communicates this to researchers.
 - b. Receives and reviews reports for administrative oversight.
3. Evaluates research projects on an administrative level
 - a. Analyzes project activities flagged by the Research Management Committee.
 - b. Tracks project reporting and create subsequent reporting.
 - c. Maintains and coordinates project reporting timelines.
 - d. Tracks changes in funding directives and reporting requirements.
 - e. Prepares briefing notes and summary reports for research administration.
4. Using relevant data and information from a variety of sources, produces visualizations via spreadsheet data summaries, dashboards and power point presentations.

5. Attends Research Management Committee meetings.
 - a. Takes detailed notes and coordinates required follow up with researchers and administration.
 - b. Prepares notifications of review results to researchers.
6. Works with the Research and Training Manager and the Trainee Advisory Committee to assist in organizing events.
 - a. Skill and career development workshop
 - b. Webinar series for the Summer/Fall 2019
7. Works with the KBHN team to re-platform and update the KBHN contact management system.
 - a. Communicates with members across Canada to update contact management information.

The Ideal Candidate:

- Must have a post secondary degree or coursework in biological sciences, clinical psychology, behavioral sciences, health research, clinical research and/or program evaluation in a related field.
- Has a minimum of 2 years work experience from an NGO, Government Health Agency, and/or Research institution is an asset.
- Must be able to grasp new concepts quickly.
- Has the demonstrated ability to produce accurate, relevant and timely reports, briefing notes and other written correspondence.
- Must have excellent verbal and written communications skills and the ability to synthesize information and effectively communicate with stakeholders.
 - Technical writing skills are an asset.
- Must be computer literate and possess good working knowledge of office suite.
 - Working knowledge of databases is an asset.
- Social media experience and aptitude for video editing and/or organizing webinar meetings is an asset.
- Is highly organized, deadline driven and is able to multi-task and prioritize work.
- Works well independently and cooperatively with others.

Job Details

- Part time, contract position for 6 months, with the possibility of a 3-month extension
- 20.0 hours per week
- Schedule: Flexible
- Some evenings and weekends may be required
- Hourly Rate: \$22.00 to \$24.00 per hour
- Start Date: Immediate
- Location: Simon Fraser University, Surrey Campus. Surrey, British Columbia
- Group Health Benefits Package included

To apply for this position, please send your cover letter and resume to: hrousourcevancouver@gmail.com and include the title “Research Coordinator” in the subject line.

We thank all applicants for their interest; only qualified individuals will be contacted.

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