Position Title: Research Coordinator  
Department: Morris J. Wosk Centre for Dialogue  
Reports to: Project Manager, Strengthening Canadian Democracy Initiative  
Employee Group: Research Assistant  
6 month contract; 20 hours per week  
Pay range: $28-32 per hour

ORGANIZATIONAL STATUS

The SFU Morris J. Wosk Centre for Dialogue’s Strengthening Canadian Democracy Initiative is seeking an energetic team player with a passion for storytelling and community building for a full-time position of Research Coordinator. This is a unique opportunity for a detail oriented individual with research experience to grow their skills and participate in provincial and national campaigns to strengthen the resiliency of Canada’s democratic culture.

Working under the supervision of the Project Manager for the Strengthening Canadian Democracy Initiative, the Research Coordinator is responsible for helping ensure the smooth and efficient day-to-day operation of research activities related to the evaluations of democratic interventions. This includes drafting and coordinating the submission of ethics applications, developing data bases, literature reviews, and assisting in the writing of research communications. The Coordinator will also support events as needed to help knowledge translation and support the objectives of the Strengthening Canadian Democracy Initiative.

DUTIES AND RESPONSIBILITIES

1) Coordinates the initiation of evaluation frameworks, research study protocol, databases, evaluation policies and procedures.  
   o Drafts ethics applications and coordinates their submission and approval.  
   o Plans, implements, and maintains data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data.

2) Supports the efficient administration, organization, and operation of evaluation research team, and liaisons with other research organizations, funding agencies and regulating bodies. 
   o Coordinates weekly meetings  
   o Monitors the progress of research activities  
   o Supports recruitment of participants for events and interventions as needed  
   o Prepares periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.

3) Assists with research scoping and knowledge translation
Conducts computerized literature searches as needed, reviewing articles and compiling research briefs and annotated bibliographies for staff.

Prepares documents, including correspondence, reports, newsletters, posters, presentations, and quarterly reports.

4) Assists with planning and executing events that share research findings.
   - Supports recruitment of participants for events and interventions
   - Supports event logistics

5) Performing other related duties as required.

WORKING RELATIONSHIPS
The Research Coordinator will report primarily to the project manager and Principal Investigator. It is expected that the Research Coordinator be able to work independently and be pro-active in identifying challenges to the progress of various research projects and processes. Works collaboratively with the Centre’s research team to develop and execute research evaluations. Works collaboratively with the Centre’s Manager of Knowledge and Practice to capture learnings.

QUALIFICATIONS
- Enrolled or completed a research-focused Master Degree.
- Demonstrated experience drafting and submitting quantitative and qualitative ethics applications.
- Good knowledge of research protocol and data management in a research setting, experience in evaluations considered an asset.
- Strong literature review and annotated biography skills.
- Excellent attention to detail, proof reading, and writing skills.
- Ability to function effectively in a fast-paced, deadline driven environment with strong interpersonal, intercultural, and teamwork skills.
- Ability to interact productively and professionally with a wide range of internal and external stakeholders.
- Proficient in the use of standard office software, email, and desktop operating systems (e.g., Windows, Mac O/S).

TO APPLY:
Please submit the following to the Project Manager, Jennifer Wolowic via email: (jwolowic@sfu.ca) by January 5th, 2020.
- Cover Letter
- CV or Resume
- Example of a Participant Informed Consent Form you’ve drafted