BC Centre for Excellence in HIV/AIDS
Epidemiology and Population Health

Please note: Only Canadian Citizens, legal residents or residents with a legal work permit will be considered.

STATUS: Full-time one year contract with the possibility of extension

JOB START DATE: As soon as possible

SALARY: Commensurate with qualification and experience.

LOCATION: BC Centre for Excellence in HIV/AIDS, Vancouver, BC.

JOB: Reporting to and receiving direction from Director of Epidemiology and Population Health, the Medical/Grant Writer performs a variety of duties related to writing and coordinating grant funding proposals and other major writing projects.

ORGANIZATION: The BC-CfE currently employs a team of Researchers, Statisticians, Programmers, Data Managers, Clinical Research Assistants, Data Analysts, and Data Entry Clerks who work collaboratively on cohort-based epidemiological and clinical studies, and a program of qualitative research. The BC-CfE is a world-renowned HIV/AIDS Research Centre including Research Laboratory, Clinical Trials, Drug Treatment Program, Epidemiology, and Professional Education Programs.

JOB RESPONSIBILITIES:

- Assist as required by the PI with writing and coordinating a variety of clinical and health research-related writing and editing projects, including but not limited to: high-level funding proposals and grant submissions, ethics applications, business cases, reports, research summaries, clinical guidelines, presentations, newsletters, and website copy.

- Develop, write, and edit grant proposals to major funding bodies (e.g., Canadian Institutes of Health Research, U.S. National Institutes of Health)
• Clearly and persuasively communicate scientific research and clinical concepts in writing
• Develop, assemble and submit grant funding proposals and related documents (e.g., letters, budgets, reference lists, appendices, curriculum vitaes) according to specific institutional guidelines (e.g., UBC Office of Research Services, CIHR, NIDA/NIH)
• Prioritize and manage several projects with various authors and reviewers at one time, while ensuring timely and accurate submission of all materials
• Conduct and summarize literature reviews for a variety of topics including, but not limited to, addiction medicine and HIV/AIDS
• Present layout, formatting and design recommendations according to grant agency requirements
• Perform other duties as required

**JOB QUALIFICATIONS:**

• Bachelor’s degree or an university or college degree/diploma in a related field (i.e. Public Health/Science), with a graduate degree and/or a clinical degree/diploma preferred
• Additional relevant training or certification an asset (e.g., formal training in grant writing, technical communication certification, membership in a professional writing society)
• Knowledge and experience in medically focused writing projects such as clinical guidelines and/or pathways preferred
• Knowledge and experience in writing and submitting high-level grants and proposals to CIHR and NIDA/NIH
• Experience in project management, managing large writing projects with multiple authors and several rounds or revision and feedback an asset.
• Ability to interpret and communicate clinical terminology, research data and statistical language
• Past work in a health-related academic/research setting; specific experience/exposure to clinical trial research an asset
• Familiarity with concepts related to addiction medicine, HIV/AIDS, and public health research and clinical practice involving marginalized populations an asset
• High level of computer literacy, including proficiency in using Microsoft Word, Excel, PowerPoint, Adobe, online databases and search engines, and reference management software (e.g., EndNote)

• High level of experience and expertise in conducting and summarizing academic literature reviews using a variety of databases (e.g., PubMed, Medline, EMBASE, etc.)

• Self-directed with excellent writing, copy editing, analytical, critical thinking and research skills

• Meticulous attention to detail and accuracy

• Ability to prioritize, multi-task and problem-solve in a fast-paced environment, and effectively manage urgent and long-term deadlines

• Excellent ability to work and learn independently with minimal supervision required, as well as collaborate well as part of a larger team

• Excellent stakeholder relation skills, with a sense of diplomacy

• Excellent organizational skills and record keeping

**APPLICATION:**

Please include in your application:

• Cover Letter

• Curriculum Vitae

• Writing samples: Please submit three writing samples of your choice that reflect your writing ability and scope. Please also submit a brief cover page for each writing sample, which describes the context of the document, your specific contributions to the document, and the eventual outcome of the document (if applicable)

**CONTACT:**

HR Coordinator
BC Centre for Excellence in HIV/AIDS
608-1081 Burrard Street
Vancouver, BC V6Z 1Y6
hr@cfenet.ubc.ca
APPLICATION DEADLINE:
Applications will start being reviewed November 1, until position is filled

Note: Applications received without a cover letter will NOT be considered. Only candidates that are selected for an interview will be contacted.

Further Information http://www.cfenet.ubc.ca/