About CARMHA

The Centre for Applied Research in Mental Health and Addiction (CARMHA) is an internationally recognized research centre conducting innovative and interdisciplinary scientific research related to mental health and substance use, primarily in the areas of clinical practice and interventions, health systems, and population health and epidemiology.

CARMHA’s primary mission is to conduct research, generate evidence, and translate knowledge into policy and practice that is innovative, relevant and effective in preventing and reducing the burden of disease related to mental health and substance use.

Purpose

The Project Coordinator is responsible for supporting the Principal Investigator(s) and CARMHA’s Director in the overall coordination, implementation, execution, control and completion of specified project(s), ensuring consistency with CARMHA’s goals and objectives. Key responsibilities and skills are facilitating within team communication, and communication with external partners and stakeholders, in support of the Project Lead.

Position Type

12 month contract with the possibility of extension.

Key Responsibilities

Support the Principal Investigator or Project Lead in all organizational aspects including planning and implementation aspects of the project(s) such as the following:

- Develop project charters and detailed project workplans
- Define project tasks and resource requirements
- Plan and schedule project timelines
- Monitor and report on progress of the project to project stakeholders
- Change management and risk assessment
- Track project deliverables using appropriate tools
- Report to the CARMHA Director and Project Leads
- Manage project funds according to established accounting policies and procedures
- Communicate with SFU administration as needed (research accounting, procurement, payment services)
- Set up files and systems to ensure that all project information is appropriately documented and secured
Qualifications

- Experience and knowledge of project management
- Experience in networking and working with diverse populations and organizations
- Experience working in similar roles in the health and academic sectors
- Excellent written and verbal communication skills in English, including report writing and publication/presentation of research findings to diverse stakeholders
- Excellent interpersonal, time management, problem solving, and organizational skills
- Proficiency in using Word, PowerPoint and Excel
- Applied knowledge and experience in the use of diverse research methodologies, tools and analytics software (e.g. NVivo, SPSS)
- Applied knowledge of mental health and addictions research and policy issues

Education

- University graduate degree in a related subject.

Experience

- 1-2 years of planning/project management experience.