PROJECT COORDINATOR/RESEARCH ASSOCIATE

Position Identification
Title: Project Coordinator/Research Associate
Status and Funding: Full-Time; grant-funded from CIHR Project Grant Number PJT-153064
Term of contract: Full-time for three years (commencing asap)
Salary Package: Cdn$ $51,126 - 57,991 per year
Closing date: September 25, 2017

Project Summary
Professor Kelley Lee, Faculty of Health Sciences, Simon Fraser University (FHS/SFU) and Dr. Evan Adams, Chief Medical Officer, First Nations Health Authority (FNHA), are the co-Principal Investigators of a study entitled “A context-specific and comprehensive menu of commercial tobacco control measures for First Nation communities: A consultation intervention in British Columbia” funded by the Canadian Institutes for Health Research (CIHR).

The goal of this project is to strengthen commercial tobacco control strategies in Aboriginal communities through a community-led consultation and production of a comprehensive and culturally-appropriate Menu of Tobacco Control Measures Available to Aboriginal Communities. This will be achieved through a unique partnership involving SFU, FNHA, and 5 BC First Nation communities. The project is seeking to recruit a Project Coordinator/Research Associate to support this interdisciplinary project team.

Position Overview
The role of the Project Coordinator/Research Associate is to act as the administrative manager of this project and contribute to research-related activities. On administration, s/he will work with the project team to coordinate and plan project activities; provide logistical support; oversee the ethics approval process; and manage and report on project resources. On research, s/he will support the consultation intervention through engagement with BC First Nations health governance structures, leadership and study communities; contribute to data collection and analysis; and support the development and evaluation of the intervention and Menu.

Specific tasks include:
- a) to support the co-PIs in overall planning and coordination of project objectives;
- b) to take a lead role in administering the project budget and other resources;
- c) to support the submission and management of ethics approval applications;
- d) to support recruitment of project team members;
- e) to provide administrative support for the training of Community Research Assistants (CRAs), field work and project meetings;
- f) to liaise with project partners;
- g) to prepare minutes of meetings, records, reports and other documentation as required to SFU, FNHA, partners and CIHR;
h) to support the engagement of relevant First Nation health governance bodies, individuals and communities;
i) to participate in the training of the CRAs;
j) to contribute to the development of data collection and analysis instruments;
k) to produce knowledge outputs and participate in knowledge translation activities as appropriate;
l) to contribute to project team communications including media enquiries and website content; and
m) to provide other administrative/research support to team members as needed.

**Qualifications and experience**
The successful candidate will have the following essential and desirable qualifications and experience:

**Essential**
- completed undergraduate or graduate degree relevant to public health with preference given to expertise in Aboriginal or Indigenous peoples health
- minimum of two years experience (with graduate degree) or five years (with undergraduate degree) of research project management including budgeting, planning and coordination;
- or completed undergraduate degree relevant to public health with preference given to expertise in Aboriginal or Indigenous peoples health and minimum of five years recent experience of research project management including budgeting, planning and coordination;
- familiarity with computer software relevant to project management;
- strong written and oral communication skills;
- strong ability to work in team environment;
- knowledge of CIHR grant management and reporting processes; and
- some experience of producing scholarly outputs such as peer-reviewed articles and reports.

**Desirable**
- some knowledge of tobacco control-related research notably in First Nations settings;
- some experience of quantitative and qualitative research methods;
- knowledge of website management

*Please note that qualified individuals with lived experience will be given priority for this appointment.*

**Location**
This position will be based in the Faculty of Health Sciences, SFU on the Burnaby campus, with 1-2 days per week in the offices of the First Nations Health Authority (FNHA) in Vancouver.

**Supervision**
The Project Coordinator will be employed under SFU employment conditions as a grant-funded research staff member. S/he will work under the supervision of the co-PIs, Professor Lee and Dr. Adams.

**Applications**
To apply for this position, please submit your curriculum vitae, a cover letter setting out experience related to this position, photocopies of official transcripts, and two reference letters electronically to: Jennifer Fang, Interim Project Coordinator (jennifer_fang@sfu.ca).

*Interviews will be conducted during the first two weeks of October 2017.*