Lead Project Coordinator
CMHC-SSHRC Funded Research Project

Simon Fraser University’s Department of Gerontology seeks a Lead Project Coordinator for a newly funded, multi-site CMHC-SSHRC Partnership Grant, “Aging in the Right Place: Building Capacity for Promising Practices that Support Older People Experiencing Homelessness in Montreal, Calgary, and Vancouver.” Using a community-based participatory approach, our research team will conduct evaluations of promising practices of shelter/housing to determine which promote aging in the right place.

We are looking for a highly competent person with exceptional organizational skills and attention to detail who shares our commitment to social justice and enjoys working with large teams of people. Duties will include:

− Direct reporting to the Project Director
− Project-wide coordination, including organization of meetings, coordination of co-investigators, and liaising with the SFU-based project manager
− Liaise with city-specific co-investigators and coordinators to ensure regular communication and dissemination of project information
− Liaise with funding agencies, partners, and collaborators on project objectives
− Maintain and monitor overall project budget and track allocations among partners
− Develop performance tracking mechanisms and an annual report based on evaluations

This is a part-time position (approximately 2 days/week) with flexible hours of work and a flexible start date. There is also flexibility in being based at the Harbour Centre campus in downtown Vancouver or working from home. The position is renewable annually for up to the end date of the 5-year study, pending funding and satisfactory performance reviews.

**Qualifications:** Required qualifications include a Bachelor’s degree; the ability to work effectively both independently and as part of a team; a strong track record of project administration, coordination, and management; stakeholder communication and coordination; budget monitoring, forecasting, and reporting; and project evaluation. Experience in a research/academic setting is preferred. Desired skills include personal initiative and experience disseminating information on multiple media platforms. Priority will be given to someone with interest/experience in the area of aging, housing, and/or homelessness.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from all qualified women and men, including visible minorities, Indigenous people, persons with disabilities, and LGTBQ-identified persons.

**How to Apply:** Please direct inquiries and/or send a cover letter summarizing your qualifications, your resume, and the names of two professional references to Dr. Sarah Canham, Project Director: scanham@sfu.ca. Review of applications will begin immediately and continue until the position is filled. The application deadline is June 5, 2020 (or until the position is filled). Annual starting salary is $21,500 inclusive of full benefits.