Position Title: Clinical Research Coordinator (full-time)

Start/End Dates: March/April 2020-March 2023 with possibility of renewal.

Position: Clinical Research Coordinator of a Public Health of Canada Dementia Community Investment grant designed to support the quality of life of persons living with dementia and their carers and decrease the stigma around dementia. This is a multi-site study with public events and requires a 2+ year commitment.

Responsibilities:
Responsibilities include, but are not limited to:
- Coordinating and scheduling events (Partner meetings, symposiums, etc.)
- Research ethics (Applications, editing, renewals, etc.)
- Staffing (Hiring forms, timesheets, etc.)
- Overall data management (surveys, interviews, group meetings, etc.), interest in mixed methods research with proficiency in one or more statistical packages useful (e.g. STATA and SPSS)
- Website updates and maintenance

Education/Experience:
- Bachelor or graduate degrees with relevant experience in administration, political science, public health, rehab/medicine or related field

Other Qualifying Skills and Abilities:
- Bilingual (French and English)
- Organized thinker and worker, Ability to think and work independently, Attention to detail, Analytical skills
- Experience with event organization (e.g. nonprofit, etc.)
- Strong interpersonal skills, Excellent communication skills, Excellent task management skills
- Knowledge of Microsoft Word, Excel, OneDrive, Endnote and reference tools, basic WordPress data entry and other social media platforms
- Ability to learn to program data collection instruments (caller interface, tracking systems for participant retention), and maintain data management and quality control of diverse data sets of self-report data or unobtrusive observational data
- Ability to contribute to the writing and preparation of reports, journal articles and conference presentations

How to Apply:
Please send cover letter and CV and letter to Drs. Melissa Park, Patricia Belchior and Tom Valente at [cequinouslie.whatconnectsus@gmail.com]. Successful applicants in obtaining an interview will be contacted.