

**Position Title:** Research Coordinator

**Position Type:** Temporary Full-Time (one year renewable contract)

**Start Date:** October 10, 2022

**Work Shift:** 8:30AM to 4:30PM, Monday to Friday

**Work Site:** Centre for Research in Aging, Donald Berman Maimonides Geriatric Centre, Montreal, QC

**Position Summary:**

The Centre for Research in Aging is located in the Donald Berman Maimonides Geriatric Centre, a 387 bed long-term care facility in Montreal, Quebec. We are seeking a highly motivated, organized, and enthusiastic individual to join our dynamic team. Our research aims to improve the care provided to long-term care residents and persons with dementia. The Research Coordinator is responsible for supporting the successful conduct of ongoing and future research studies.

Under the direction of the Director of Research and the Operations Manager, the successful candidate will manage research projects, track progress, coordinate staff members, and participate in research activities at the Centre for Research in Aging.

**Duties, Responsibilities, and Requirements:**

- Actively plan and coordinate Centre projects at the site, in accordance with research protocols, to ensure that projected timelines, study objectives, and patient enrolment goals are achieved
- Assist with the management of all aspects of the Centre (administrative, logistical, and communication support)
- Contact, recruit, and schedule meetings with study participants (long-term care staff members, families, and residents), study investigators, and stakeholders
- Assist with participant eligibility assessments
- Coordinate protocol-related assessments and questionnaires
- Communicate with research partners
- Write progress and research reports for funders (e.g. FRQS, CIHR) and documents for Principal Investigator review
- Create study-specific source documentation
- Coordinate production of the Centre's Annual Report
- Maintain the Principal Investigator's scholarly activities and websites
- Collect and enter research data, as necessary
- Attend meetings, as required (and take notes and track action items for follow-up)
- Maintain files, as needed
- Perform miscellaneous job-related duties and administrative tasks as required (i.e. invoicing)
- Support the Operations Manager in team management processes, including supervising other research staff members
- Must be available travel to different long-term care facilities in Montreal (access to a vehicle is an asset)

Donald Berman Maimonides Geriatric Centre • Centre gériatrique Maimonides Donald Berman  
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**Knowledge, Skills, Abilities and Professional Characteristics:**

- Excellent written and oral communication skills in English and French, including the ability to prepare and manage research reports
- Ability to organize work load and manage multiple tasks simultaneously to deliver expected results while prioritizing time-sensitive issues
- Strong social and interpersonal skills, including the ability to exercise tact, discretion, and confidentiality
- Capacity to interact and negotiate with relevant stakeholders, participants, and key informants in a leadership role
- Attentiveness to detail
- Ability to work effectively under pressure while exercising good judgment and critical thinking
- Strong business acumen and phone etiquette
- Ability to communicate with an elderly population
- Willingness to learn and to adapt to new situations
- Ability to work independently and within a team environment
- Proficiency in MS Office (Word, Excel, PowerPoint, and Outlook)
- Familiarity with Endnote referencing software is an asset

**Minimum Qualifications:**

- Bachelor's Degree (preferred)
- Must be eligible to work in Canada
- Experience in the clinical and or research setting as a coordinator or administrative assistant is an asset

**Important Notes:**

This is not a CIUSSS/hospital position.

This position requires adequate protection against COVID-19 as per the Government of Quebec decree # 1276-2021 dated September 24, 2021.

Applicants will be asked to conduct a written assessment as part of the interview process in both English and French.

**Please send your CV and cover letter to: [stephanie.ballard@ssss.gouv.qc.ca](mailto:stephanie.ballard@ssss.gouv.qc.ca) by September 21, 2022.**

Interviews with selected candidates will take place from September 26-30, 2022.

**Salary Details:**

- Commensurate with qualifications and experience