JOB OPPORTUNITY

Project Coordinator for Projet PHORCAST

The Public Health ORganizational CApacity STudy (PHORCAST) is a repeat Canada-wide census of all regional, provincial and national organizations in Canada with mandates for population-level primary prevention of chronic disease and/healthy lifestyle promotion (https://www.celphie.ca/phorcast). We have previously undertaken two CIHR-funded censuses of 258 and 239 organizations. This third CIHR-funded census will take place over 5-6 months in Winter-Spring 2022 and will collect data on challenges experienced by these public health organizations during the COVID-19 pandemic response. Data will be collected in structured ZOOM interviews with senior managers in each organization. PHORCAST is a project carried out conjointly at the MAP Centre for Urban Health Solutions at St. Michael’s Hospital and the School of Public Health at the University of Montreal.

PHORCAST is currently seeking a Project Coordinator whose primary responsibility is to manage a team of 3-4 interviewers and coordinate all other research activities related to this project. This is a 6-12-month opportunity, with the possibility of renewal.

Tasks
Under the supervision of the Principal Investigators (Katerina Maximova (St. Michael’s Hospital/University of Toronto) and Jennifer O’Loughlin (University of Montreal):

- Trains and coordinates interviewers
- Maintains timelines on project activities
- Organizes contacts with senior managers in each study organization
- Manages the budget
- Participates in and leads team meetings
- Writes reports as requested
- Manages the day-to-day activities of the research project
- Prepares submission and reports for research ethics board

Qualifications

- 3-5 years of experience in research
- Knowledge of public health and chronic disease prevention
- Excellent project management skills
- Excellent computer skills
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to maintain active involvement in several aspects of research study development,
- Ability to pay close attention to detail
- Ability to make decisions, within scope of authority
- Facility in both French and English

Interested candidates should submit a cover letter and CV by Dec 15, 2021 to: katerina.maximova@utoronto.ca