The Community-Based Research Coordinator will support projects focused on optimal well-being for people living and aging with HIV and other episodic disabilities. As a Community-Based Research Coordinator, you will play a crucial role in supporting all aspects of these studies, from start-up to close-out. Your responsibilities will include coordinating research activities, managing data collection and analysis, knowledge mobilization and ensuring compliance with research protocols and ethical standards.

**Areas of Work**

**Study Coordination**

- Assist in developing and implementing study protocols, procedures, and timelines.
- Coordinate and oversee participant recruitment, including screening and enrollment.
- Collaborate with research team members to ensure smooth study implementation.
- Maintain accurate and up-to-date study documentation and records.

**Data Collection and Management**

- Support development of data collection tools, surveys, and interview guides.
- Schedule and conduct study visits or interviews with participants.
- Collect and record study data, ensuring accuracy and adherence to research protocols.
- Conduct data entry, cleaning, and verification.
- Collaborate with the data management team to ensure secure storage and confidentiality of data.
- Assist in data analysis and interpretation, including generating summary reports.
Participant Engagement and Support

- Establish and maintain positive relationships with study participants.
- Provide support, guidance, and assistance to participants throughout the study.
- Coordinate participant reimbursements, incentives, or compensation, as required.

Compliance and Ethical Considerations

- Ensure adherence to research ethics and regulatory requirements.
- Prepare and submit Research Ethics Board (REB) applications and amendments.
- Monitor and document protocol deviations, as necessary.
- Maintain awareness of relevant research policies, guidelines, and best practices.

Study Administration

- Assist in the preparation of study progress reports and presentations.
- Coordinate meetings and communication among research team members.
- Help manage project budgets, including tracking expenses and resource allocation.
- Support the preparation of study-related publications or presentations, as needed.

Other

- Work with relevant staff and key stakeholders
- Represent *Realize* at stakeholder meetings, as required
- Provide other relevant support to the *Realize* Team as required by the Executive Director, or their designate

Qualifications/Experience:

- Bachelors degree in a relevant field (e.g., public health, psychology, sociology, social work).
- A Masters degree in a related field is preferred but not mandatory.
- Prior experience in research coordination or related roles is highly desirable.
- Prior experience working in community-based research, especially with people living with HIV and other episodic disabilities is an asset.
- Familiarity with conducting research studies and working with research participants.
- Experience in qualitative methods and analysis
- Experience in qualitative data collection, entry, and management.
- Experience and ability to work with diverse stakeholder groups; e.g. people living with HIV and other episodic health conditions, practitioners, clinicians, researchers, educators, associations, institutions and community groups, government and private sector.
- Familiarity with HIV, disability and rehabilitation issues is a strong asset
- Knowledge of PC internet security is an asset
- Current eligibility to work in Canada without restrictions
Skills

- Strong organizational and project management skills.
- Excellent interpersonal and communication skills.
- Attention to detail and ability to maintain accurate and reliable records.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work both independently and collaboratively in a team environment.
- Knowledge of research ethics and regulatory requirements.
- Adaptable and flexible, with the ability to manage multiple tasks concurrently.

Realize is committed to fair and accessible employment practices and therefore encourages people living with HIV and other episodic health conditions to apply and self-identify. Upon request, accommodation will be provided for job applicants who require them to support their participation in this recruitment process.

To Apply

Please submit the following documents by email only (no telephone, fax or social media) to hiring@realizecanada.org and include the Job Title in your subject line:

- A brief (maximum 3 pages) resume describing your education and work experience
- A brief (maximum 1 page) cover letter outlining why you are interested in this position

We thank all applicants for their interest, however, only applicants invited to participate in the next stage of the hiring process will be contacted.