Research Coordinator, 1.0 FTE (35 hours/week), one year renewable

Join our team! We are a network of patients and families, health care providers, policy-makers, methodologists, and ethicists in the rare disease community. Our research is focused on designing and conducting registry-based research including clinical trials for children with rare diseases. We are associated with pediatric hospitals and universities across Canada. Our central team is based at the School of Epidemiology and Public Health at University of Ottawa.

The Research Coordinator's primary role will consist of conducting and supporting the various phases of the research program. The responsibilities will include the following:

- Coordinating and tracking of project tasks and action items
- Organizing and contributing to meetings with the internal team, trainees, and external collaborators
- Managing and tracking grant funds
- Assisting with submissions of grants, manuscripts, and research ethics board applications
- Contributing to the production of presentations, reports, abstracts and manuscripts for peer-reviewed scientific journals
- Maintaining up-to-date project and employee/student lists
- Contacting and following up with collaborators and patient partners
- Assisting with the organization of workshops and continued learning sessions for the team and collaborators

Basic Requirements (Education/Experience):

- Undergraduate degree in health sciences, biomedical or a related discipline; graduate degree is an asset
- Previous research and/or project management education/experience
- Superior writing skills are required
- Time management skills and ability to manage and prioritize multiple projects
- Flexibility to accommodate periodic demanding deadlines
- Attention to detail to ensure accuracy of data and protocol requirements
- Computer literacy and knowledge of software packages including Microsoft Word, Excel, PowerPoint
- Superior communication skills with members of our multi-disciplinary team

Preferred Qualifications:

- Health Sciences graduate degree (e.g., MSc Epidemiology, MPH)
- Bilingualism (French) an asset
- Knowledge of statistical analysis
- Experience with patient/public engagement in research
- Certification in TCPS-2
- Experience with ethics board procedures/applications
- Grant writing support experience

Salary commensurate with experience. To apply, please send a cover letter and CV to Ms. Silvia Visentin (svisenti@uottawa.ca) by September 4, 2020. Please note that this position will be remote (work from home) until at least December 31, 2020, after which the position may transition to on-site at the University of Ottawa’s health sciences campus (600 Peter Morand Crescent), depending on the pandemic and associated response measures.