



## **FULL-TIME RESEARCH COORDINATOR**

Arthritis Research Canada (ARC) is an independent, not for profit charitable organization that is home to Canada's largest and most successful clinical research centre. Since its creation in 1999, the Centre has earned international attention and recognition. The mission of the centre is driven by the vision of its Board of Directors, Research Scientists and staff members who are focussed on research related to prevention and early diagnosis for the treatment of arthritis.

We are seeking to hire a full-time Research Coordinator who has strong writing skills to assist with multiple arthritis research projects. ARC is located just 20 minutes via sky train from waterfront station in Vancouver to Lansdowne Centre in Richmond or less by car and we provide free parking.

Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

The right candidate would have the following credentials:

- Study coordination
- Recruitment of participants for clinical studies
- Coordinate survey mail-outs
- Study management and participant follow-up.
- Data entry and management
- Liaise with stakeholder groups and coordinate knowledge translation activities
- Manage ethics applications and renewals
- Prepare study newsletters
- Perform literature searches
- Assist with the preparation of abstracts, posters, manuscripts and grants
- Provide appointment and calendar management for Principle Investigator
- Coordinate research team meetings and communications
- Assist with communication about research program on social media

Qualifications and skills include:

- BSc with experience or Master's degree in epidemiology/population health/health services research or a relevant field
- Experience in participant recruitment/retention in clinical studies and data management
- Experience in data analysis an asset, but not essential
- Experience in knowledge translation activities
- Proficiency with MS Office, particularly Word, Excel and PowerPoint
- Excellent oral and written communication, organizational and problem solving skills
- Attention to detail, and superb ability to multitask, prioritize work and meet deadlines
- Ability to work in a team environment and independently

If interested please send a cover letter and resume by May 17<sup>th</sup> to:

Human Resources Dept. Job #4019

Arthritis Research Canada

5591 No. 3 Road

Richmond, BC V6X 2C7

FAX: 604-207-4056

Email: [jobs@arthritisresearch.ca](mailto:jobs@arthritisresearch.ca)

No telephone calls please. We thank all candidates for their interest; however, only those selected for an interview will be contacted