



**POSITION:** Research Coordinator  
**LOCATION:** Richmond, BC

Arthritis Research Canada an independent, not for profit charitable organization and is home to the largest clinical arthritis research centre in North America. Since its creation in 1999, Arthritis Research Canada has earned international recognition for our work in reducing the burden of arthritis through research. Our mission is driven by our Board of Directors, research scientists and staff who are focused on research aimed at arthritis prevention, early diagnosis and treatment, and quality of life issues for those with arthritis.

Arthritis Research Canada is located directly across the street from the Lansdowne Centre SkyTrain station in Richmond, a 20-minute commute from Waterfront Station in Vancouver. In the summer of 2021, Arthritis Research Canada will be moving to Suite 230 – 2238 Yukon Street in Mount Pleasant area of Vancouver.

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

**POSITION OVERVIEW:**

Responsible for facilitating, developing and delivery of multiple research projects.

**REPORTS TO:**

Research Scientist affiliated with the University of British Columbia

**POSITION RESPONSIBILITIES:**

- Study coordination, responsible for coordinating multiple research studies (including a randomized controlled trial) and database management
- Responsible for preparing Ethics submissions, amendments and renewals
- Effectively communicate with potential study participants and obtain informed consent
- Recruits and screens research participants. Maintains study patient records.
- Effectively communicate and collaborate with investigators, study sponsors, health authorities, research ethics board, and medical staff in order to efficiently coordinate study procedures
- Coordinate data collection for projects involving multiple large databases
- Prepares documents, including correspondence and study summaries
- Performs other related duties as required

**Qualifications, Skills and Experience**

- Master’s degree in rehabilitation sciences, kinesiology, epidemiology, population health or health services research or a relevant field.
- Experience in participant recruitment/retention in clinical trials and data management
- Experience performing literature searches in online databases such as Medline
- Knowledge in randomized controlled trials and knowledge translation methods
- Proficiency with MS Office, particularly Word, Excel and PowerPoint. Knowledge of REDCap, Qualtrics would be beneficial
- Excellent oral and written communication, organizational and problem-solving skills
- Interest in equitable access to physical activity, recreation, sport and healthcare

**Arthritis Research Canada offers a competitive salary and benefit package.**

Please forward your resume and covering letter to:

Arthritis Research Canada

5591 No. 3 Road, Richmond, BC V6X 2C7

FAX: 604-207-4056

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

**Application deadline June 30, 2021**

No phone calls please. Only those selected for an interview will be contacted.