



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 attention and 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. For those who drive, Arthritis Research Canada provides free parking.

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 Scientists

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
- Review, prepare and negotiate study budgets
- Effectively organize and manage regulatory documentation
- Effectively communicate and collaborate with investigators, study sponsors, health authorities, research ethics board, and medical staff in order to efficiently coordinate study procedures
- Effectively communicate with potential study participants and obtain informed consent
- Recruits, screens, schedules and coordinates appointments for research participants
- Administers questionnaires
- Conducts data collection and entry for several projects involving multiple large databases
- Maintains and checks research databases for accuracy and completeness
- Maintains study patient records in an organized manner
- Prepares documents, including correspondence and study summaries
- Keep records and monitor project progress according to project plans
- Reports on the status of projects and major issues
- Supervises volunteers
- Performs other related duties as required

Qualifications, Skills and Experience

- Master's degree in epidemiology/population health/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
- Experience in data analysis an asset, but not essential
- Experience in knowledge translation activities
- Knowledge in randomized controlled trials and knowledge translation methodologies.
- 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

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: 604-207-4059

Email: jobs@arthritisresearch.ca

Application deadline November 11, 2019

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