



Position: Full-time Research Coordinator
Location: Vancouver, BC

Arthritis Research Canada an independent, nonprofit 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 to reduce the burden of arthritis through research. Our mission is led by our Board of Directors, research scientists, and staff who are dedicated to research focused on arthritis prevention, early diagnosis, treatment, and enhancing the quality of life for people living with arthritis.

Located in the Mount Pleasant area of Vancouver, we are a team of dedicated scientists and professionals committed to embracing diversity and innovation. We encourage applications from candidates of different backgrounds, perspectives, and life experiences.

Position Summary:

The Research Coordinator will oversee two fully funded research projects:

- 0.7 FTE to supervise and provide logistical support for community-based organizations in implementing a diabetes prevention program, **Small Steps for Big Changes**, across multiple sites.
- 0.3 FTE to support physical therapists in implementing the Canadian 24-hour Movement Guidelines for frail older adults, including individuals with arthritis (**Moving More project**).

Key Responsibilities:

Reporting to the Senior Research Scientist affiliated with the University of British Columbia, the Research Coordinator will receive orientation, ongoing training, and support from the Project Manager of the Small Steps for Big Changes Project, and the Moving More project team. The individual will:

- Set up and provide technical support to the Small Steps for Big Changes sites for program implementation and data collection (e.g., ordering, setting up, and delivering project material; developing and tailoring SOPs/manuals/instructions for onboarding site, and recruitment material)
- Oversee data collection and data management across multiple sites
- Manage REDCap account for multiple sites; share access and appropriate privileges for sites and provide evaluation training to sites to support data collection
- Recruit and screen research participants, and maintain study patient records
- Communicate with research team and follow up with sites and/or participants on missing data
- Prepare ethics submissions, amendments, and renewals
- Prepares documents, including correspondence and study summaries

Requirements:

- MSc in rehabilitation sciences, kinesiology, epidemiology, population health or health services research
- Experience in participant recruitment/retention in clinical trials and data management
- Proficiency with REDCap, Word, Excel, and PowerPoint
- Excellent oral and written communication, organizational and problem-solving skills

We offer a competitive salary and benefit package, including a pension plan, and dental and health insurance. We also provide a professional development allowance to support learning and growth. Hiring range is: \$57,861 to \$59,308 (\$29.67-30.41 per hour).

How to Apply:

If this sounds like you, please submit your resume and cover letter to:
Arthritis Research Canada, Suite 230-2238 Yukon Street, Vancouver, BC V5Y 3P2
Email: jobs@arthritisresearch.ca

Application deadline: October 15, 2023

We thank everyone for their interest, however, only those candidates selected for an interview will be contacted.