

## **Job Competition**

### **Closing Date: Open until filled.**

The Canadian Aboriginal AIDS Network (CAAN) is a national, non-profit organization addressing HIV/AIDS and related issues in the Aboriginal population. It has secured funds to deliver a project that will advance previous work in the area of harm reduction. The services of a **RESEARCH COORDINATOR** are being sought. This project will have a primary focus on Sexual Violence, HIV/AIDS and Aboriginal Women. This is a two year research study.

#### **Research Coordinator Duties (responsible for):**

- Applying specialized knowledge to a particular area of study, i.e., Sexual Violence, HIV/AIDS and Aboriginal Women; Applying specialized knowledge to review and critically appraise published literature, and previous community research findings to support study results;
- Implementing the study protocol, study organization and data management activity of the project while ensuring that the relevant research methodology is applied while properly handling (i.e., ethics, etc.) all research material used;
- Coordinating and managing the collection, transcription, verification, entry, management, analysis and reporting of data. Will utilize computer software to analyze data and will also assist in interpretation (i.e., coding interview transcripts) and presentation of analysis;
- Liaising between the project centre and remote study sites, government and community agencies. Will also supervise the conduct of the study in a number of sites nationally. Will be responsible for management of participant recruitment through work with remote study sites that refer participants. Keeps track of intakes from various referral sites;
- Training and supervision of all other project staff (i.e., transcription and research assistant);
- Creating and developing of community dissemination strategies related to the project and encourages community participation and support; and
- Managing the day to day operation of the study ensuring that all aspects of the study protocol are carried out in an efficient, accurate and timely manner. This will involve assessment, planning, implementation, and evaluation procedures. Ensures safety and comfort of study participants in accordance with standards of ethics. Completes documentation for study data. Files and maintains documentation and records.
- All other duties as required of this position.

#### **Qualifications, Skills and Abilities:**

- Graduate degree (preferably doctoral work) in a relevant social science discipline, e.g. sociology or anthropology;
- Experience in conducting HIV/AIDS research, experience in working with Aboriginal communities, experience with community-based research approaches, experience in dealing with or knowledge of the impact of homophobia, experience with qualitative research methods, and experience with community dissemination strategies;
- Knowledge of the Aboriginal HIV/AIDS epidemic in Canada, knowledge of social and health concerns in Aboriginal communities, skilled in in-depth interviewing and data analysis, skilled in community capacity development and research dissemination strategies;
- Excellent written and verbal communication skills;
- Highly organized and detail oriented and able to prioritize and produce work of a consistently high standard; Negotiating skills, demonstrated initiative and comfortable with independent decision making and problem solving;
- Thorough knowledge of research-related office procedures, including the use data management qualitative software; and Commitment to maintain confidentiality of information and records.

Please **apply with cover letter and resume to: Kevin Barlow, Executive Director**  
**CAAN, 602- 251 Bank St Ottawa ON K2P1X3 Fax: 613-567-4652 E: [kevinb@caan.ca](mailto:kevinb@caan.ca)**