

Research Coordinator Job Description

Position Title: Research Coordinator

Hiring Unit: Douglas Hospital Research Center

Supervisor: Myra Piat, PhD

Work Location: Remote or Hybrid Work

Administrative location - Douglas Mental Health University Institute – Research Center,
6875 Bd LaSalle, Verdun, QC H4H 1R3

Work Schedule: Part-time (21-28 hours per week, Monday – Friday)

Hourly wage: In conformity with Douglas Institute Research Center standards, the hourly wage will commensurate with experience and education.

Planned Start Date: Fall 2023

Project Overview: The overall aim of this pan-Canadian study, funded by the Canadian Institutes of Health Research (CHIR), is to adapt [Walk the Talk toolkit](#) for community organizations serving equity deserving populations. Walk the Talk toolkit is a free online bilingual toolkit launched in 2022. It is an implementation science strategy designed to help organizations participate in a process to implement mental health recovery into their services. The focus of this study is to adapt the toolkit for organizations serving equity deserving populations. The study integrates mental health recovery, implementation science, adaptation and co-production. The project's Principal Investigator is Prof. Myra Piat (<http://douglas.research.mcgill.ca/myra-piat>).

Job Description: The selected candidate will participate as a member of Dr Piat's research team. They will coordinate the overall research activities for 7 sites participating in the study. This includes six sites in Canada and one site in Ireland. In collaboration with research team (site researchers, research assistants and knowledge users) they will: co-ordinate administrative aspects of the research including: implementation of planned research activities, organize regular team meetings, and coordinate study governance committees, liaise with knowledge users/service users/service providers, coordinate ethics applications/renewals etc. They will: support the 7 local sites in the recruitment of study participants from multiple stakeholder groups (e.g. service users, service providers, managers), assist in data collection, data analysis, preparation of manuscripts, reports and help to organize knowledge dissemination activities.

This is remote work/hybrid. The candidate should be flexible in terms of their time schedule as participating sites and research team members are located in various time zones in Canada and internationally.

Job Requirements:

- Masters/PhD student in health/ social sciences (psychiatry, social work, nursing, occupational therapy, psychology, public health, anthropology)
- Ability to speak, read, and write in English and/or French.
- Bilingualism is an asset
- Research experience preferably in mental health or health services.
- Knowledge of qualitative research methods – data collection and analysis.
- Comfortable using software – EndNote, Office (e.g. Word, Excel, Power Point), NVIVO, and online videoconferencing platforms
- Excellent written and communication skills
- Motivated and able to work independently, and in a team in a deadline-oriented environment

How to apply

Applicants are invited to email their cover letter outlining their interest and resumé as a single (Word or PDF) attachment to: Dr. Myra Piat myra.piat@douglas.mcgill.ca

Note

We thank all applicants. Only selected candidates will be contacted.