

Employment Offer

Organization: **Lady Davis Institute for Medical Research (LDI)**
Jewish General Hospital

Title: **Research Coordinator (#9378)**

Service: **LDI – Dr. Guillaume Fontaine**

Shift: Part time position (3 days/week), Monday to Friday

Start Date: January 1, 2025

Salary and Benefits: According to the LDI HR policy

Summary of Responsibilities:

The Research Coordinator will play a pivotal role in supporting a federally funded research project on scaling up point-of-care hepatitis C testing and treatment in Canada. The successful candidate will oversee the daily operations of the project, coordinate research activities, and liaise with internal and external stakeholders. This is an excellent opportunity to contribute to a national initiative with a strong focus on equity and innovation in healthcare delivery.

Main Tasks:

- Coordinate submissions to and communications with Research Ethics Boards (REBs).
- Manage research activities, including participant recruitment, data collection, and data management across multiple provinces and settings.
- Develop and maintain study protocols, standard operating procedures, and training materials for point-of-care hepatitis C testing and treatment.
- Facilitate the co-design of implementation strategies with key stakeholders, including healthcare providers, community organizations, and policymakers.
- Maintain regular communication with collaborators, including the Public Health Agency of Canada, and organize team meetings.
- Monitor project progress and ensure compliance with ethical guidelines, regulatory requirements, and quality assurance standards.
- Assist in preparing reports, manuscripts, and presentations for the dissemination of research findings.
- Manage project timelines, budgets, and deliverables to ensure project milestones are achieved.



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Requirements:

- Degree and licensure to practice in a healthcare-related profession (e.g., RN).
- Master's degree (completed or near completion) in Public Health, Health Services Research, Nursing, or a related field.
- At least 1 year of experience in research assistantship or research coordination, preferably in healthcare or implementation science projects.
- Strong organizational skills with the ability to manage multiple priorities effectively.
- Bilingual: French and English (spoken and written).
- Excellent interpersonal and communication skills with a proven ability to work collaboratively with diverse stakeholders.
- Knowledge of qualitative and quantitative research methods is considered an asset.

Interested candidates are invited to submit a CV and cover letter by email to Ms. Charlene Weight at charlene.weight@mail.mcgill.ca

The Lady Davis Institute for Medical Research (LDI) is committed to equity, diversity and inclusion within its community. The LDI has an equal opportunity employment program and welcomes applications from all qualified candidates, regardless of their characteristics, with the skills and knowledge to productively engage with diverse communities. Accommodation for any part of the application process may be provided to persons with disabilities who request it.