

Job title:	Trainee Program and Development Coordinator
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC
Salary/Benefits:	Salary commensurate with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan; flexible work schedule and hybrid options may be available
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Position status:	This is an ongoing, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS/CTN welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

Who We Are

Bridging the gap between data, research, and care, [CHÉOS](#) is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level. The [CTN](#) is a collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through the conduct of scientifically sound clinical trials, research, and other interventions.

From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, CHÉOS and the CTN seek to improve health outcomes for all. The Trainee Program and Development Coordinator works closely with a variety of CHÉOS/CTN staff and trainees and will also

interact with teams at Providence Health Care (PHC), Providence Research (PR), St. Paul's Hospital Foundation (SPHF), and the University of British Columbia (UBC) Faculty of Medicine.

Our Commitments to You

At CHÉOS and the CTN, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support work/life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan

What You Will Do

The Trainee Program and Development Coordinator will create a vibrant and supportive learning environment for trainees at CHÉOS and the CTN. The role will include raising philanthropic funds to support trainee programs and other special initiatives. With a strong sensitivity to and knowledge of the systemic barriers that underrepresented groups face in education and research, this position will facilitate accessible and inclusive education. Key duties include:

- Manage and administer the CTN Postdoctoral Fellowship (PDF) Program
- Establish relationships with stakeholders, partners, and funders, including industry, not-for-profits, and other relevant organizations to obtain funding for trainee programs
- Work alongside the academic process to provide an inclusive and welcoming environment to enhance PDF's career trajectories
- Plan, organize, and facilitate the CHÉOS Education and Trainee program for existing CHÉOS trainees, including workshops, journal clubs, trainee lunch and learns, and other related events
- Develop a set of policies and procedures for the CHÉOS Education and Trainee program
- Work collaboratively to identify gaps and develop new opportunities for trainees
- Establish a recruitment system for the CHÉOS Education and Trainee program
- Other related projects as the role evolves

What You Bring to the Role

Excellent English and French written and oral communication skills; sensitivity to and an understanding of inclusive and equitable practices in education and research; a keen interest in seeking out knowledge and training; a strong capacity to take initiative and plan ahead; experience in and a knack for fundraising; ability to work well independently and collaboratively, with tact and diplomacy; excellent relationship development skills; the ability to multi-task, prioritize, and meet deadlines; strong critical thinking skills.

Qualifications

- Undergraduate degree in a relevant field
- Five years' relevant experience or the equivalent combination of education and experience
- A minimum of two years' education program coordination and fund development experience
- Previous experience working in an academic or research setting is an asset

Covid-19 Vaccine Mandate

This position is located within a healthcare facility. Therefore, this position requires successful verification of full vaccination against Covid-19 provided prior to the start date, as required by the provincial health mandate.