Job offer for a Coordinator

The Interdisciplinary Centre for Black Health (ICBH) is looking for a full-time coordinator (35h/week). As Canada's first academic research centre entirely dedicated to the study of the biological, social, and cultural determinants of health of Black communities in Canada, the ICHB will provide a leading research and training space, based on excellence and interdisciplinarity, to guide the efforts of federal, provincial, territorial, and municipal agencies to understand, reduce and eliminate racial health disparities. The ICBH addresses health disparities observed among people from Black communities, deficiencies in training for health professionals and research, and gaps in care and public health policy concerning them. Its mission is to promote health equity for Black communities through rigorous, interdisciplinary, innovative research and community and social engagement

Description of the main responsibilities:

The Coordinator will primarily be responsible for supporting the leadership committee in the ongoing management, progress evaluation, and knowledge dissemination activities of the Centre. Duties include, but are not limited to, the following activities:

- Carrying out general project administration and communication duties as required by the Centre’s activities and program.
- Assisting with welcoming, training, guiding, and supervising students and research staff.
- Developing, implementing and maintaining physical and electronic filing systems, especially for data management.
- Planning and arranging meetings, teleconferences and other research activities with stakeholders; takes and prepares minutes.
- Preparing financial claims, human resources requests; tracks expenses, maintains financial records, and provides accounting updates.
- Tracking operational supplies, requesting or acquiring necessary equipment or supplies.
• Assisting in the procurement of goods and services for the Centre’s activities, including preparing purchase orders for approval, and entering information into purchasing databases.
• Coordinate a project on COVID-19 vaccination in individuals from Black communities.
• Assisting with any other duties required by the research projects or for the management of the Centre.
• Ensuring compliance with the University, and funders regulations.
• Ensuring compliance with ethics approvals.
• Preparing detailed documentation files.

Requirements

• Bachelor's or master's degree in health sciences, social sciences or a related field;
• A minimum of two years of relevant research experience
• Fluency in French and English (spoken and written)
• Strong computer skills: MS Word, Power Point, Outlook and Excel
• Preferred qualifications: interpersonal skills, initiative, leadership, inventiveness, excellent teamwork skills, excellent organizational and responsibility skills, writing skills
• Experience in Qualtrics, SPSS, NVivo, an asset
• Experience in scientific writing, an asset
• Be available to start now

Base annual salary: $52 000$

Application Requirements

• A cover letter
• Curriculum vitae

Application deadline: November 14th at 11:59 PM.

Applications must be addressed to Dr Jude Mary Cénat and submitted by email to the following email addresses: wdari048@uottawa.ca AND icbhcisn@uottawa.ca