

Research Coordinator Position

The Vulnerability, Trauma, Resilience and Culture Research Laboratory (V-TRaC) and the Interdisciplinary Centre for Black Health (ICBH) directed by Dr. Jude Mary Cénat are looking for a full-time research coordinator (35 hours/week). The V-TRaC Research Lab studies the impact of vulnerability, mental health disparities and trauma in relation to coping and resilience strategies. Our research aims to integrate clinical, developmental, individual, community, family, social and cultural factors to develop assessment, prevention and intervention tools that meet the real needs of individuals and communities. The ICBH is the first academic research center in Canada dedicated to studying the biological, social, and cultural determinants of health of Black communities in Canada. This Centre provides 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.

Description of the main responsibilities:

The research coordinator will assist the principal investigator and co-investigators in the different activities of on-going projects related to the mental health of Black Communities in Canada. Including a project based on a training for mental health professionals on How to Provide Anti-racist Mental Health Care in Ottawa.

Duties include, but are not limited to the following activities:

- Administrative tasks:
 - Managing the schedules of the projects
 - Scheduling meetings, establishing and maintaining connections with partners and community organizations
 - Managing, recruiting, training and supervising research staff (e.g., volunteers, research assistants)
 - Organizing conferences and activities
- Coordination of Projects:
 - Coordinating participants recruitment
 - Assisting researchers with ethical applications (e.g., questionnaires, consent forms)
 - Supervising data collection (e.g., SPSS, qualitative database management)
 - Support the creation of tools for promotion, awareness and knowledge transfer (e.g., social

media, newsletters, fact sheets, presentations)

Requirements

- Bachelor's or master's degree in health sciences, social sciences (e.g., psychology, social work) or a related field;
- A minimum of one year of relevant research experience or administration
- 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 Canva, Qualtrics, SPSS, NVivo, an asset
- Experience in scientific writing, an asset

Base annual salary: \$53 000

Start date: June 1st

Position type: Full time (*35hrs/Week*)

Duration: 1 year renewable

Application Requirements

- A cover letter
- Curriculum vitae

Application deadline: May 10, 2023, until 12 am

Applications must be addressed to Dr Jude Mary Cénat and submitted by email to: jcenat@uottawa.ca and ytrac@uottawa.ca