

Canadian Research Initiative in Substance Misuse (CRISM) Quebec Atlantic Full-time Research Assistant Position

The Canadian Research Initiative in Substance Misuse (CRISM) is a national research consortium in substance misuse, funded through the CIHR-Institute of Neurosciences, Mental Health and Addiction. This consortium comprises four regional research nodes (BC, the Prairies, Ontario, and the Québec-Atlantic) and aims at developing and implementing substance misuse intervention research in Canada.

The Quebec- Atlantic CRISM node is seeking a **dynamic** and **motivated** individual who is interested in working in a **research environment** and learning more about **supporting research** focused on evidence-based interventions for substance use in Quebec and Atlantic Canada. The primary focus of this Research Assistant role will be to promote and build CRISM's Atlantic Canadian membership base within the Atlantic Canada's francophone communities and to work with the Montreal coordination team. The Research Assistant will work under the supervision of the CRISM Atlantic Coordinator and the CRISM Québec-Atlantic Research Program Manager to collaborate with current CRISM members, service providers, organizations, and other contacts on a regular basis; assisting and coordinating resources and communication tools to facilitate CRISM Québec-Atlantic's mandate; promote CRISM Québec-Atlantic's visibility and development within Atlantic Canada; and support the deployment of CRISM projects and related CRISM Quebec Atlantic research activity.

Responsibilities

- Work with the CRISM coordinating team and other partners, as needed, to build a broad and inclusive Atlantic CRISM Network through systematic collaboration with service providers, organizations, and other stakeholders
- Assist in the coordination and organization of the annual CRISM Atlantic symposium
- Support the development and deployment of CRISM Quebec Atlantic research projects including support of ethics submissions
- Support the activity of the CRISM Quebec Atlantic Indigenous Working Group
- Work with CRISM members and the coordinating core to support the Research Development Program (RDP)
- Assume other tasks as required to fulfill CRISM Québec-Atlantic mandate

Required Skills

- An **expert level in English and French**, both spoken and written, **is required**. Applicants who do not clearly express competency in both languages will not be considered
- Minimum 2 years' experience as a Research Assistant,
- Master's degree in Arts, Science, health-related discipline or equivalent combination required,
- Knowledge of good clinical research practices and experience with research ethics,
- Strong written and verbal communications skills,
- Ability to write and produce written materials (i.e., reports, communication documents, manuscripts, and presentations),
- Facility to find effective solutions to identified problems,
- Strong organizational and networking skills,
- Excellent ability to work independently and within a team,
- Ability to work flexible hours and to travel as required,
- Excellent computer literacy with strong competency in Adobe, MS Office suite and office automation.

Classification: Full-time position, 35 hours per week for 52 weeks

Location: Must reside in either New Brunswick or Nova Scotia

Only permanent residents of Canada and Canadian citizens will be considered

Closing date for applications: **Friday, September 13th, 2019**

Start date: As soon as possible

Salary will be based on established pay grades at the CRISM host institutions.

To apply for this position, please submit a **cover letter** and **résumé** including **3 listed references (current and available)** on or before **September 13th, 2019 (4:00 pm (AST))** by email, to jennifer.crisp@gmail.com. Please identify "**CRISM Quebec Atlantic Full-time Research Assistant**" in the subject line.

We thank all applicants, however, only candidates selected for an interview will be contacted.