

Coordinator

Canadian Research Initiative in Substance Misuse (CRISM): Quebec Atlantic Node

The Canadian Research Initiative in Substance Misuse - Quebec Atlantic node (CRISM QA) is one of four nodes within the CRISM network, a Canada-wide intervention research network in the field of substance misuse. The goal is to accelerate the transfer of scientific knowledge towards the development of new medications, psychological treatments, and services for drug users and those with substance use disorders.

The CRISM Quebec Atlantic node acknowledges that we are working in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Position description: The Quebec-Atlantic CRISM node is searching for a full-time Coordinator

The coordinator will work under the supervision of the CRISM Atlantic Scientific Delegate, Dr. Sherry Stewart (Dalhousie University). Responsibilities include all day-to-day activities for the Node' Atlantic Region activities, including scientific and resource coordination and monitoring, status tracking, communication, budget management, organizing the annual Atlantic Region Symposium and other knowledge translation and communication activities. The coordinator will promote CRISM visibility and development and assist in the coordination of the upcoming CIHR CRISM Renewal. They will be the contact person for members of the Node in Atlantic Canada, the Atlantic Advisory Executive Committee members, and members of node working groups. They will work closely with the other CRISM Node managers and teams across Canada.

The coordinator will also assist the Atlantic Scientific Delegate with preparation and timely transmission of deliverables (financial and scientific reports, liaison with the CIHR/National CRISM staff, the respective CRCHUM and Dalhousie University Finance offices).

Required skills and qualifications:

- Experience coordinating or managing other large scientific projects
- Strong organizational and communications skills
- Strong oral and written communication skills in English (French language skills considered an asset)
- Knowledge in substance use intervention research and practice
- Knowledge and understanding of the research environment (Academic and other funding structures)
- Clinical research experience (quantitative required and qualitative considered an asset)
- Proficiency in MS Office suite, Adobe, EndNote, and software such as NVivo, REDCap is an asset
- Ability to travel within Atlantic Canada and Quebec as required
- PhD or Masters, and a minimum of 4 years of coordination experience

Preferred skills and experiences:

- Clinical trials experience
- Knowledge and experience working with multidisciplinary translational research teams
- Experience in patient-oriented research and working with people with lived experience
- Flexibility for occasional travel and work outside of business hours

Full-time: This is a 2-year, renewable contract. Extension subject to the candidate's assessment and availability of funds.

Salary: \$55-60K The salary offer will consider the candidate's qualifications and experience. Benefits, (subject to mandatory deductions from pension and health insurance contributions), health insurance, and annual leave will be based on the conditions for full-time positions held by grant-paid employees at Dalhousie University.

Location: Dalhousie University, Halifax, Nova Scotia

Immigration requirements: In accordance with Canada immigration requirements, priority will be given to Canadian citizens and permanent residents.

Posting deadline: Monday, October 4th, 2021. **E-Mail** your CV and cover letter to **Jennifer Swansburg:** jennifer.crism@gmail.com.

