

Recruitment & Engagement Coordinator – for Research Study

Under the supervision of the Principal Investigator (PI) and the Executive Director of Youville the Recruitment & Engagement Coordinator will serve as the key coordinator of participant recruitment for a Lawson Foundation-funded research project underway at Youville Centre.

The Recruitment & Engagement Coordinator will be responsible for coordinating and executing recruitment strategies in consultation with the PI and Advisory Committee; coordinate administrative functions related to the Advisory Committee; community outreach; scheduling of participants; managing databases, and overseeing the purchase of related project supplies. The Recruitment & Outreach Coordinator will focus on outreach and participant recruitment and retention and maintain communication and contact with study participants. This position is a contract position.

Key Duties:

- Develop effective participant recruitment strategies
- Connect with key partners to effectively recruit study participants
- Support participant eligibility assessments and screening of participants.
- Collect and verify data and data entry
- Schedule appointments
- Answer inquiries regarding study and refers participants when appropriate to supervisor or clinical staff
- Interact with site staff, research participants, and research participants
- Provide administrative and logistical support for project staff
- Other duties as assigned

Skills Required:

- Meticulous attention to detail in all aspects of work
- Exceptional written, verbal, and face-to-face communication skills
- Ability to maintain databases and accurate records.
- Ability to work independently
- Ability to connect with young adults maintain positive working relationships with study participants to aid in retention.
- Ability to maintain confidentiality regarding all participant information.
- Excellent computer skills, including word processing, spreadsheets, and data entry
- Ability to work effectively in groups and independently with a high level of efficiency
- Experience and familiarity with research and patient medical records preferred.
- Ability to travel to various locations (Winnipeg and surrounding communities) with own vehicle and driver's license to aid in recruitment.
- Ability to work within the time constraints of study deadlines is required.
- Class 5 driver's license and access to a vehicle is required.
- Must have the ability to multitask, prioritize and stay organized with minimal supervision.
- Must have a strong work ethic and be willing to take the initiative to solve problems and learn new tasks.
- Must be able to work flexible hours
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

Qualifications:

Education

- Minimum Bachelor's degree (B.A./B.S.) or equivalent in healthcare, social sciences or related field

Experience

- Clinical research experience is required.
- Experience in coordinating research projects
- Experience with database management
- Experience working with a diverse client population (i.e. teen/youth populations) is preferred.
- Previous experience with clinical study coordination is preferred.

Hours:

Varied

Work Location:

Varied – with main office located at Youville Centre, 33 Marion St., Winnipeg MB

Job Type:

Contract - 4 to 6 months

Salary Range

\$20.00 to \$25.00 /hour

Estimated Hours per week: 25-30

Interested candidates for this position should submit their resume in –person or via email before **December 7, 2018 at 4:30 pm** to: **Youville Centre, 33 Marion Street, Winnipeg, MB. R2H 0S8**
email: admin@youville.ca

We thank you for your interest. Only those candidates selected for interview will be contacted.