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JOB POSTING

Seeking Part-Time **Research Coordinator** for 15-20 hours per week

The Participatory Research Outcomes Project (PROP) emerged from a group of academics and community-based practitioners who were curious about whether a community-based or participatory approach to research allows teams to understand social and scientific questions in a deeper way. Connected with a larger, national initiative – the Community-Based Research Collaborative – this project brings together both theoretical and practical inquiry at the forefront of this groundbreaking analysis.

The Participatory Research Outcomes Project (PROP) is a dynamic, qualitative research project exploring labour practices related to engaging members of the public in participatory research projects such as community-based research (CBR), Indigenous CBR, citizen science, and patient-oriented research. This study is supported by a dynamic and engaged team of academics, people with lived experience, and members of community-based organizations from across the country. Over the next two years, we will be developing a series of case studies based on qualitative interviews and document analysis and the Research Coordinator will be a key member of this team and will support the development and implementation of this study.

DUTIES AND RESPONSIBILITIES

The Research Coordinator will work closely with Dr. Zack Marshall, Assistant Professor in the School of Social Work at McGill University to:

- * coordinate communication strategies and engage a national team of leading participatory researchers
- * develop data collection tools
- * support the Research Ethics Board (REB) application process
- * conduct interviews by phone and over the internet
- * transcribe interviews
- * ensure effective data management
- * contribute to qualitative data analysis
- * assist with the development of academic publications
- * conceptualize knowledge mobilization strategies that engage peer researchers
- * support the Principal Investigator and study team in planning, facilitating, and recording meetings
- * assist with future grant development



QUALIFICATIONS

- * Demonstrated qualitative research skills
- * Exceptionally organized with excellent communication skills
- * Demonstrated project coordination skills
- * Able to work effectively both independently and within a collaborative team
- * Calm and focused under pressure
- * Friendly and approachable, able to connect with a diverse range of people
- * Familiar with qualitative data analysis software (e.g. NVivo or MAXQDA)
- * Based in Montreal area (ideally)
- * Fluent in English, bilingualism an asset

Our ideal candidate is someone who has previous experience as a participatory researcher including peer researchers, community scholars, and citizen scientists. People with lived experience with research in this capacity are encouraged to apply (please clearly describe your experience with community-based research, Indigenous CBR, citizen science, and/or patient-oriented research in your cover letter)

Please send resume and cover letter to zack.marshall@mcgill.ca by **December 5, 2018 at 4pm ET**. Applications will be reviewed as they are received.

For more information about the posting or the project, you are welcome to contact Zack Marshall at 514-398-5178 or zack.marshall@mcgill.ca in advance of the deadline.