



RESEARCH PROJECT COORDINATOR for HOME CARE PATHWAYS PROJECT Nova Scotia Centre on Aging

Recognized as a leader in distance and experiential learning, and based on a strong tradition of social responsibility, Mount Saint Vincent University takes a personalized approach to education to nurture socially responsible global citizens. Founded in 1873, the Mount has been nationally recognized for having one of the lowest student-to-professor ratios, for providing students early access to valuable research opportunities, for its legacy in the advancement of women, and for facilitating critical advancements in food security, healthy aging, literacy, and childhood development. The Mount believes that our people are our foundation and our relationships are built on respect and accountability. Please visit www.msvu.ca to learn more about us.

Mount Saint Vincent University is strongly committed to fostering diversity and inclusion within our community and encourages applications from all qualified candidates including women, persons of any sexual orientations and gender identities and/or expressions, Indigenous persons, African Canadians, other racialized groups, persons with disabilities, and other groups that would contribute to the diversification of our campus. Candidates who identify as being from any of these groups are encouraged to voluntarily self-identify in their application materials. All qualified candidates are welcome to apply; however, priority will be given to Canadian citizens and permanent residents.

The Nova Scotia Centre on Aging invite applications for the Research Project Coordinator for Home Care Pathways Project.

About the Opportunity

The Mount's Nova Scotia Centre on Aging requires a Project Coordinator for its nationally funded research study examining how approaches to care shape the pathways of older adult home care clients, referred to as the Home Care Pathways Project (www.homecarepathways.ca). Home Care Pathways is an interdisciplinary research project being conducted in Nova Scotia and Manitoba. The goal is to understand how approaches to care shape client pathways of older adult home care clients with chronic and long-term conditions through the home care systems in the two provinces. The project's interdisciplinary team includes researchers from Nova Scotia and Manitoba and sector representatives at the provincial and national level. The project uses a mixed method approach which includes analysis of home care client data, case studies, and policy analysis. The project is in year 3 of its 4-year funding.

The Project Coordinator's responsibilities include management of a multi-site project according to operational plan and protocols. Specific responsibilities include: establish and monitor detailed timelines, project protocols and inter-university funding agreements; plans, prepares and organizes meetings (e.g., teleconferences, videoconferences, in person meetings); prepares ethics documents and funder reports; develops and oversees quality assurance processes; liaise with stream leads/coordinators and professional service vendors; develops promotional materials including content for project's webpage; assists with the preparation and implementation of knowledge translation activities –presentations, workshops, webinars, articles, briefing reports, project reports.

About You

The successful candidate will have a Master's degree in a health or social sciences discipline, and will have a minimum of 3 years of demonstrated research project management experience in a university setting.

Specific qualifications include:

- Research project management with multi-site, large collaborative research team.
- Superior planning, organizational, and time management skills.
- High regard for quality and attention to detail.
- Strong interpersonal and communication skills.
- Demonstrated experience writing for various audiences.
- Planning and implementing meetings, workshops, webinars.
- Experience providing direction and support to trainees.
- Strong editing and copy-editing skills.
- Demonstrated experience in mixed method approaches required.
- Proficiency in software applications (i.e., Microsoft Office) is required.
- Experience with quantitative and qualitative data analysis an asset.
- Background in gerontology and/or familiarity with issues related to continuing care industry preferred.

Depending on public health restrictions due to COVID-19 during the term of appointment, the successful candidate may be required to work remotely.

Classification: 15 months, 0.4 FTE Contract Position (possibility of extension based on budget)

Starting Salary: \$65,000-\$70,000 per annum, prorated

Start Date: January 3, 2021

Application Process: Applications should include a cover letter and resume. To apply for this position, go to www.msvu.ca/careers and follow the online application system. This competition closes on November 12, 2020.