



Canadian Coalition for Global Health Research

Job Title: Project Officer

Position Type: Part-time, Contract (28 hours/week)

Period: Temporary (6 months with possibility of extension)

Start date: September 2020

Location: Canada (home-based)

Application deadline: September 14, 2020

Founded in 2003, the Canadian Coalition for Global Health Research (CCGHR) is a not-for-profit organization promoting better and more equitable health worldwide by mobilizing greater Canadian investment and involvement in global health research, nurturing productive partnerships among Canadians and people from low- and middle-income countries, and turning research into action.

This 6-month contract will be held by an individual with strong organizational skills, creative problem-solving aptitudes and demonstrated communications experience in the context of organizational change. The Project Officer will be an integral member of the Secretariat and project teams and will work under the supervision of the National Coordinator and in close cooperation with the CCGHR Board and volunteer committees. The Project Officer must be able to work from home with minimal supervision, and demonstrate effective communication and interpersonal skills, including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts.

Position Description

Summary of responsibilities (job functions include but are not limited to):

Project Management (45%)

Harmonized Metrics Lab

- coordinate project team communication and task sharing
- co-write instructions manuals for harmonized metrics tools
- develop effective dissemination strategies for project outputs
- oversee financial management, prepare sub-contracts as required and monitor these agreements
- prepare financial reports and coordinate team contributions to narrative project reports as per contractual deadlines

Consortium for Advanced Research Training in Africa

- seek research placement/internship, post-doc placement, training and career development opportunities for CARTA fellows;
- respond to CARTA Secretariat queries, concerns and requests on specific areas

Knowledge Translation Curriculum, BC Coalition Institute, Zambezi Ecohealth Partnership

- administer designated funds
- prepare updates for membership (e.g. for newsletter)
- update related materials on the CCGHR website

Liaison with the Board, University Advisory Council (UAC) and Committees (25%)

- Coordinate and take minutes for quarterly Board teleconferences
- Coordinate logistics for the Annual General Meeting (virtual) and plan the ensuing Board election
- Support UAC co-chairs with administrative and logistical arrangements for their activities
- Assist the Joint Amalgamation Review Committee where needed and liaise with the Canadian Society for International Health to coordinate communications with members
- Work with the Policy & Advocacy Committee, including on a collective response to -19 emerging issues related to COVID-19
- Participate and help organize the activities of the Working Group on Climate Change

Membership Services (10%)

- Manage membership using customer relationship management (CRM) software
- Develop, coordinate and implement individual membership recruitment and retention plans, and diversify services
- Provide first response communication with CCGHR individual members and connect them to appropriate people, resources and opportunities.
- Engage with UAC liaisons and identify inter-university collaboration opportunities

Student and Young Professional Network (SYPN) (5%)

- In collaboration with the part-time SYPN Coordinator, oversee the activities of a team of 7 volunteer Executives (divided into 4 sub-groups)
- Connect with the 8 CCGHR student chapters in Canadian universities and nurture their capacity-building activities
- Manage the SYP blog, assist with the Q & A series and content for the SYPN closed Facebook group and Twitter account

Communications (10%)

- Prepare bi-monthly news bulletin, CONNECT, using email marketing platform
- Compile global health research funding calls for bi-monthly Funding Road Map
- Provide regular email SYPN updates on activities and resources

- Coordinate with National Coordinator and committees to ensure most current resources and information are available on the CCGHR website

Financial Management (5%)

Work with bookkeeper to:

- Provide project financial statements as per funder deadlines
- Analyze regular revenue-expense statements for the core CCGHR budget and ensure actuals match approved spending
- Prepare summaries for the Board Treasurer in advance of quarterly meeting and the Annual General Meeting
- Develop and revise budgets in collaboration with the Finance and Management Committees
- Follow up on invoices for institutional membership dues and other Coalition services
- Draft contracts with service providers and independent contractors

Application Instructions

Candidates interested in this position should submit a cover letter and resume outlining how they meet the specific requirements of the position **by noon EDT September 14, 2020**. Send your application in a **single PDF file** to ccghr@ccghr.ca. **Please indicate "Application Project Officer" as the subject line.**

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

CCGHR recognizes that a diverse staff benefits and enriches the work of our organization, and greater community. We are dedicated to removing barriers that have been historically encountered by some people in our society and are strongly committed to equity and diversity. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.