

JOB POSTING: Peer Research Associate Engagement Coordinator and Administrative Support– HEADS UP! 2 Study

Status: This is a part-time (approximately 10-15 hours/week) one-year contract with the possibility of extension.

Job start date: March 23, 2020

Salary: Commensurate with qualifications and experience and consistent with PRA standards

Location: Study sites are in Montreal, Vancouver, Calgary, & Toronto. Location of coordinator is flexible. However, the coordinator will be required to connect and work with team members in all 4 cities via telephone and Internet platforms (e.g. email, Zoom). The coordinator will also be required to travel to one of the study sites twice/year (location TBD).

About the HEADS UP! 2 Study

Approximately 50% of people living with HIV/AIDS will acquire some neurocognitive impairments during their lifetime and we know that people living and aging with HIV are worried about their cognitive functioning, including dementia. Yet, there are limited resources for those who have cognitive concerns or who have been diagnosed with HIV Associated Neurocognitive Disorder (HAND). Based on the findings of the original HEADS UP! Study, in HEADS UP! 2 we want to better understand the experiences of people living with HIV/AIDS and HAND or cognitive concerns, to better understand the experiences of those who provide programs, services or supports to people living with HIV/AIDS with cognitive concerns, and to develop tools to improve community and clinical treatment services for HIV neurocognitive issues and HAND.

Job: As an integral member of the research team, the peer research associate coordinator will assist the team in the implementation, and execution of the HEADS UP! 2 study and related research activities. They will support the peer research associates and provide administrative support for the study. They will also support knowledge translation and dissemination activities as part of the study protocol.

Duties:

- provide logistical and emotional support to the HEADS UP! 2 PRAs as well as support for the PRA journaling and debriefing
- participate in the PRA training activities, which will be a mix of online and in-person sessions (2-3 full days in -person & 4 online sessions lasting 2 hours each)
- codevelop data collection tools
- participate in journaling activities
- collaborate in the analysis of qualitative interview data with the rest of the research team
- collaboratively create knowledge transfer and exchange activities with the rest of the research team.
- network with the research sites

- provide administrative duties, including scheduling of interviews and making travel arrangements
- travel to study site (location TBD) for PRA training

Qualifications:

- Excited and passionate about working and/or learning about community-based research
- Knowledge of and experience working with communities living with HIV
- An ability to act as a peer (lending lived experience, guiding research priorities) and peer mentor (support for PRAs on the team)
- Good written and oral communication skills
- Enthusiasm to learn and be part of a dynamic team
- Reliable, motivated, and organized
- Basic computer competency, including ability to work with Microsoft Office (Word, Excel, PowerPoint), and familiarity with e-mail and Internet

Contact:

Please email your resume and a cover letter demonstrating your suitability for the position based on each of the qualifications outlined above as well as the contact information for two professional/academic references to Emma Stuart at **hsdrpcpd@uvic.ca**. We will begin reviewing applications on March 12th, 2020.