

McCreary Centre Society

Job title: **BC Adolescent Health Survey Coordinator and Research Associate**

Office Base: 3552 East Hastings Street, Vancouver

Reports to: Executive Director

Hours of work: 37.5 hrs per week – may include occasional evening and weekends	Salaried /Hourly: Salaried
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Job summary: To coordinate the preparation, delivery and dissemination of the BC Adolescent Health Survey (BC AHS), and to act as a Research Associate on the BC AHS and other research projects.

Job roles and responsibilities:
BC Adolescent Health Survey Coordinator (BC AHS) duties will include:

1. Piloting BC AHS instrument with diverse BC youth
2. Coordinating with School District and PHN participation in the survey
3. Preparing and conducting training for survey administrators
4. Supervising the distribution, administration and collection of the survey and other materials
5. Tracking survey response rates and leading any required response
6. Creating a final BC AHS database for each survey cycle, under the guidance of StatsCan consultant
7. Serving as a representative for the Society on relevant advisory committees
8. Perform supervisory responsibilities for Research Assistants and practicum students
9. Other duties as assigned by supervisor

Research Associate duties will include:

1. Analyzing BC AHS and other data using SPSS for Windows
2. Contributing suggestions for analytic strategies
3. Interpreting analysis in conference with the research team
4. Preparing literature reviews, research reports, presentations, factsheets and other documents for publication
5. Submitting and presenting McCreary research to community audiences, academic conferences and advisory groups as needed
6. Assisting in the conduct of focus groups or other data gathering methods related to McCreary research as needed
7. Assisting in grant writing for additional research projects
8. Perform supervisory responsibilities for Research Assistants and practicum students
9. Other duties as assigned by supervisor

Job qualifications/requirements:

- Demonstrated experience working with SPSS for Windows
- Demonstrated knowledge of quantitative research methods and multivariate analysis
- Experience working as a Research Assistant or on a large funded research project
- Able to facilitate a group, work independently and as part of a team
- Demonstrated knowledge of youth health issues and research
- Strong written and verbal skills in presenting research to academic and community audiences
- Master's degree in a health science or social science field, preferably a PhD or other doctorate

Other requirements:

- Travel: May require provincial, national and international travel
- Valid driver's license: Preferred
- Access to vehicle: No
- Security Clearance: Approved security clearance including criminal record check
- First Aid cert: No
- Probationary period: Six months

I have read and understand the requirements of this position.

I have read the Society's policies and procedures and agree to abide by these.

Date _____