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Research Coordinator

The African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) is a coalition of organizations and individuals whose mission is to provide leadership in the response to HIV/AIDS in African, Caribbean and Black communities.

ACCHO envisions for African, Caribbean and Black communities in Ontario an environment supportive of those infected and affected by HIV and AIDS, and free of new HIV transmission.

To achieve this vision, ACCHO and its members strive to reduce the incidence of HIV among African, Caribbean and Black people in Ontario and to improve the quality of life for those infected and affected by HIV/AIDS through the implementation of the *Strategy to Address Issues Related to HIV Faced by People in Ontario from Countries Where HIV is Endemic*.

ACCHO is currently looking for a Research Coordinator whose role will lead the development, implementation and monitoring of its research initiatives.

Duties and Responsibilities

The Research Coordinator reports to the ACCHO Director. Primary duties and responsibilities include:

1. Providing leadership for the development of ACCHO's research portfolio
2. Leading the development of research proposals for ACCHO
3. Establishing research partnerships with community organizations, community members, academic researchers and other stakeholders involved or interested in HIV/AIDS research initiatives
4. Overseeing the implementation of research activities
5. Managing and analyzing research data, and ensure quality assurance
6. Monitoring ACCHO's research budget
7. Promoting ACCHO's research activities at different forums and events, and through ongoing community-based dissemination activities
8. Representing ACCHO in research partnerships and collaborations with community organizations, community members, academic researchers and other stakeholders involved or interested in HIV/AIDS research initiatives
9. Coordinating the development and implementation of mechanisms to promote community involvement in and awareness of research

Qualifications

Preferred applicants will have:

1. A university degree (preferably a Master's) is required, preferably in health, social science or a related field
2. At least 2 years of related research experience, including:
 - a. Designing and implementing data collection protocols
 - b. Managing and analyzing qualitative and/or quantitative data Ability to

- c. Conducting literature reviews and environmental scans
3. Familiarity with trends in HIV/AIDS social and behavioural research
 4. An understanding of the issues that impact the lives of diverse people living with and affected by HIV/AIDS, particularly African, Caribbean and Black communities in Canada
 5. Knowledge of African, Caribbean and Black communities in Canada, and capacity to work with those communities
 6. Commitment to an anti-oppression framework (anti-racist, pro-choice and anti homophobia)
 7. Proven analytical problem solving skills
 8. Excellent project management skills
 9. Strong written and oral communication skills
 10. Proficiency with applications for analyzing research data (e.g., SPSS, NVivo, etc.)
 11. Proficiency with standard Microsoft office software (e.g., Word, PowerPoint, Excel, etc.)
 12. Ability to work independently, be self-directed and function effectively in a team environment
 13. Ability to work with diverse communities

The ability to communicate in English and French is an asset.

Apply Process

Please email a cover letter and résumé to administration@accho.ca, with “Research Coordinator” in the subject line by 5:00 p.m. on **March 5, 2010**.

People with HIV are encouraged to apply.

No telephone inquires please. ACCHO thanks all applicants for their interest; however, only those persons selected for an interview will be contacted.