

McCreary Centre Society

Job title: **BC Adolescent Health Survey Coordinator**

Terms and conditions: **\$65,590 per annum** plus benefits after six months.

Reports to: Senior Research Associate and Executive Director	Supervisory responsibilities: Practicum students and nursing students
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Hours of work: 37.5 hrs per week – may include occasional evening and weekends	Salaried /Hourly: Salaried
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Location: Primarily based at McCreary's office at 3552 East Hastings Street, Vancouver (some hybrid working may be possible)	May require travel within the province
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Job summary: To manage all aspects of the BC Adolescent Health Survey and support other McCreary quantitative survey research

Job roles and responsibilities:

- Facilitate youth and adult stakeholder consultations and pilot studies to guide any adaptations to the BC AHS survey instrument.
- Coordinate School District and nurse administrator participation in the BC AHS.
- Train and support BC AHS survey administrators.
- Promptly and professionally address any concerns raised by students, parents, school personnel and nurse administrators.
- Supervise the online and in-person distribution, administration and collection of the BC AHS survey and related materials.
- Track BC AHS survey response rates and support administrators to achieve sufficient sample in participating districts.
- Create a final BC AHS database for each survey cycle, under the guidance of McCreary's Senior Research Associate.
- Analyze BC AHS and other quantitative survey data using SPSS for Windows.
- Prepare research reports, presentations, fact sheets, and other dissemination materials.

Job qualifications/requirements:

- Minimum of two years' experience working with SPSS for Windows.
- Graduate level knowledge of quantitative research methods.
- Experience working as a Research Assistant or on a large funded research project.
- Able to lead multi-disciplinary teams through a complex project

- Able to work independently and as part of a team.
- Knowledge of youth health issues and research.
- Strong written and verbal skills.
- Ability to present BC AHS findings to academic and community audiences.

Educational requirements:

- Graduate degree in a health science or social science field.

Other requirements:

- Valid driver's license: Yes
- Access to vehicle: No
- Criminal record check: Yes
- First Aid certificate: Required within 6 months of employment