



Research Assistant

Reports to: Medical Director and Mental Health Director
Status: Permanent, full-time
Hiring range: \$45,000-55,000
Location: 790 Bay Street, Toronto, ON

About Us

HQ is a centre of excellence in gay men's health, providing tailored mental health services, sexual health services, and community/social programming. It provides an accessible, safe, welcoming space for all cis men and trans people who are into guys regardless of age, race, ethnicity, gender identify, sexual orientation, HIV status, socio-economic status, immigration status or ability. It provides comprehensive, holistic services that empower clients and promote their physical, sexual, mental, emotional, community and spiritual/social well-being.

At HQ, we work collaboratively with stakeholders and communities to promote health equity, through community engagement, and equitable access and participation in the centre's programs.

Find out more about us at: <https://hqtoronto.ca/>

About the Role

The Research Assistant will provide administrative, regulatory, and analytic support for data and research projects at HQ. The successful candidate will be actively involved in recruitment of research participants, scheduling of research appointments, data collection, and tracking progress of research studies. This role will work closely with the dynamic HQ team providing sexual health, mental health, and social programming services. Candidates should be comfortable working as part of a team but also independently and should be self-motivated. The successful candidate will have knowledge of research regulations and guidelines, such as ICH/GCP, Tri-council Policy, Declaration of Helsinki, FDA, and Health Canada regulations.

Responsibilities

Research:

- Conduct literature searches to inform new grant applications and funding proposals.
- Work closely with management to prepare and submit documents for research ethics approval.
- Follow confidentiality and privacy protocols to safeguard participant data.
- Draft study protocols for implementation and evaluation
- Recruit participants by explaining study and obtaining consent.
- Prepare for and attend project meetings with research team and HQ directors.
- Coordinate research process, including managing requests and drafting progress reports to funders and management.
- Use data from research team to draft reports to share progress and preliminary results to management.
- Other duties as assigned.

Required Knowledge & Experience

Education & Work Experience

- Post-secondary required or combination of relevant education and experience.
- Post-secondary diploma or degree paired with real world experiences in a relevant field.
- Must possess strong written and verbal communication skills effectively articulate needs and expectations while conveying information accurately.
- Strong organizational/time management skills with an ability to plan, define the measurable objective, outcomes and meet timelines.
- Experience working with 2SGBQMSM + Trans and non-binary Communities
- Proven analytical and problem-solving skills, ability to pivot and meet objectives.
- Working knowledge of MS Office, internet, and general office equipment

Hours of Operations:

- Flexibility in hours, including regular availability for evening and weekend work (clinic hours will be Monday – Thursday 12pm– 8pm, - Friday 10pm – 6pm)

How to Apply

If you are interested in this position, please use the position title as the subject line and attach your cover letter and resume as a single PDF/Word file in an e-mail to careers@hqtoronto.ca

APPLICATION DEADLINE: March 10th, 2023

We would like to thank all applicants in advance for their interest in HQ, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

All new HQ employees are required to be fully vaccinated against COVID-19 as a condition of employment in accordance with HQ's vaccination policy unless they are exempt based on medical or other grounds pursuant to the Ontario Human Rights Code. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.

HQ is committed to employment equity, a just workplace and the greater involvement and meaningful engagement of LGBTQ2S people in all that we do. We encourage applications from people with culturally diverse backgrounds and from people within the LGBTQ2S community. We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the recruitment process, we will work with you to meet your needs.