Posting
PROJECT COORDINATOR

Position Title: Project coordinator

Hiring Unit: School of Physical and Occupational Therapy

Supervisor: Dr. Keiko Shikako-Thomas

Work Location: MAB-Mackay Rehabilitation Center – Participation and Knowledge Translation Lab

Hours/Week & Schedule: 35 hours/week

Salary $81,238/18 months (+ Mandatory Employment Related Costs and benefits)

Planned Start Date & End Date: August 1st, 2017 – January 31st, 2019

Deadline to Apply: July 31st, 2017

PRIMARY DUTIES
The project coordinator will be working on coordinating and overseeing all the activities of the "Childhood Disability Hub" project. This includes policy tables, some aspects of Jooay App development and CP Canada Network development. Some of the main duties of the project coordinator will include:
- Identifying, listing and contacting stakeholders involved in the different projects
- Conducting literature reviews to inform different aspects of the project development
- Manage databases and coordinate input of information across projects
- Preparation of dissemination materials, reports and other documents
- Editing and tailoring content to different stakeholder group needs
- Collaborating and communicating effectively with multiple stakeholders
- Organizing events and consultations
- Coordinating students and maintaining communication flow across site coordinators and provincial partners
- Administrative duties (budget management, expenses reports, quotes, reimbursements, etc)

EDUCATION/EXPERIENCE
Masters degree in a social science or health science field, communication or health administration. Project management experience

OTHER QUALIFYING SKILLS & ABILITIES
- Excellent writing and communication skills in both English and French (mandatory)
- Experience using quantitative and qualitative data management software (SPSS, NVivo)
- Ability to think critically and independently and work in an interdisciplinary setting
- At least 1 year of work experience in project/program management

HOW TO APPLY
- CV
- 2 Writing sample (English and French)
- Contact info for 2 references

Please submit your application to:
Keiko.thomas@mcgill.ca
**Posting**

**Postdoctoral fellow: Online information sharing and mobile-based communities of support in childhood disabilities**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Postdoctoral fellow</th>
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<tbody>
<tr>
<td>Hiring Unit:</td>
<td>School of Physical and Occupational Therapy</td>
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<tr>
<td>Supervisor:</td>
<td>Dr. Keiko Shikako-Thomas</td>
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<tr>
<td>Work Location:</td>
<td>MAB-Mackay Rehabilitation Center – Participation and Knowledge Translation Lab</td>
</tr>
<tr>
<td>Salary:</td>
<td>$61,200/18 months</td>
</tr>
<tr>
<td>Planned Start Date &amp; End Date:</td>
<td>August 1st, 2017 – January 31st, 2019</td>
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<td>Deadline to Apply:</td>
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**PRIMARY DUTIES**

- Coordinate recruitment and dissemination for Jooay App community of support
- Identify local partners for the CP Canada Network
- Write and submit ethics review board applications
- Coordinate, manage moderate community of support participation and other Jooay App-related studies and CP Canada network information sharing and usability studies
- Conduct research reviews on topics related to peer mentorship, online community of support, social networking related to childhood disabilities and parents of children with disabilities, m-health and use of Apps for health promotion, use of the www for health and community information sharing
- Collect and analyze data (qualitative and quantitative)
- Prepare manuscripts and scientific presentations, as well as elaboration of policy briefs and community and policy presentations related to the projects

**EDUCATION/EXPERIENCE**

PhD in a social science or health science field.

**OTHER QUALIFYING SKILLS & ABILITIES**

- Excellent writing and communication skills in both English and French (preferable)
- Experience using data management software
- Ability to think critically and work in an interdisciplinary setting

**HOW TO APPLY**

- CV
- Writing sample
- Contact info for 2 references

Please submit your application to:

Keiko.thomas@mcgill.ca
### Posting
Graduate student – Policy tables

<table>
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<td>Work Location:</td>
<td>MAB-Mackay Rehabilitation Center – Participation and Knowledge Translation Lab</td>
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<tr>
<td>Hours/Week &amp; Schedule:</td>
<td>35 hours/ week</td>
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<tr>
<td>Salary</td>
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**PRIMARY DUTIES**
- Coordinate recruitment and dissemination for policy tables
- Coordinate provincial partners and work with local project coordinators to identify, recruit participants
- Develop dissemination materials
- Write and submit ethics review board applications
- Conduct research reviews on topics related to evidence-based policy, policy to leisure and implementation methodology
- Collect and analyze data on the policy tables (quantitative: questionnaires and intention to act, and qualitative interviews post dialogue, follow up interviews 6 months post dialogue, policy briefs responses)
- Prepare manuscripts and scientific presentations, as well as elaboration of policy briefs and community and policy presentations related to policy tables for children with disabilities

**EDUCATION/EXPERIENCE**

PhD in a social science or health science field.

**OTHER QUALIFYING SKILLS & ABILITIES**
- Excellent writing and communication skills in both English and French (preferable)
- Experience using data management software
- Ability to think critically and work independently in an interdisciplinary setting

**HOW TO APPLY**
- CV
- Writing sample
- Contact info for 2 references

Please submit your application to:
Keiko.thomas@mcgill.ca
## Posting
**PROJECT COORDINATOR – local sites**

<table>
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<tr>
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<tr>
<td>Supervisor:</td>
<td>Dr. Keiko Shikako-Thomas</td>
</tr>
<tr>
<td>Work Location:</td>
<td>Flexible (QC, QB, BC sites)</td>
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<tr>
<td>Hours/Week &amp; Schedule:</td>
<td>15 hours/week</td>
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<tr>
<td>Yearly salary</td>
<td>$15,271</td>
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<tr>
<td>Planned Start Date &amp; End Date:</td>
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</tr>
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<td>Deadline to Apply:</td>
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</tbody>
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### PRIMARY DUTIES
- The project coordinator will be working on coordinating the provincial activities (AB, QC, BC)
- Identifying, listing and contacting stakeholders involved in the different projects
- Manage data collection in the local provincial site
- Preparation and distribution of dissemination materials to the local community
- Editing and tailoring content to different stakeholder group needs
- Collaborating and communicating effectively with multiple stakeholders and with project coordinator
- Organizing local events and consultations
- Assist graduate students in contacting and reaching out to stakeholders and other locally relevant information
- Administrative duties (budget management, expenses reports, quotes, reimbursements, etc)
- Coordinate provincial partners and work with local project coordinators to identify and recruit participants and identify new partners
- Develop dissemination materials
- Write and submit ethics review board applications if necessary
- Conduct research reviews on topics identified as relevant by stakeholders on different topics

### EDUCATION/EXPERIENCE
- Masters degree in a social science or health science field.
- Project management experience

### OTHER QUALIFYING SKILLS & ABILITIES
- Excellent writing and communication skills in both English and French (asset)
- Experience using social media and managing website backend, graphics and design
- Experience using data management software
- Ability to think critically and work in an interdisciplinary setting
- At least 1 year of work experience in project/program management

### HOW TO APPLY
- CV
- Writing sample
- Contact info for 2 references

Please submit your application to:
Keiko.thomas@mcgill.ca