



Successful Aging Living Lab Coordinator

**Full time, 1-year contract
with possibility of renewal**



The **Montreal Behavioural Medicine Centre**

(MBMC) is an academic research and training centre focused on behavioural medicine, clinical trials, epidemiology, and psychophysiology. All our work is focused on promoting long-term health across a variety of patient populations.

The MBMC is based at Hôpital du Sacré-Cœur de Montréal (HSCM) in Montréal's Cartierville neighbourhood. It is part of the Centre intégré universitaire de santé et de services sociaux du Nord-de-l'Île-de-Montréal (CIUSSS-NIM) and uses a number of its facilities. The MBMC is an ideal environment for anyone looking to work with a friendly, diverse, and dynamic team that includes international expert collaborators. We offer plenty of networking and career building opportunities in the fields of behavioural medicine and health psychology.

Enabling Successful Aging Living Lab

Led by Drs. Simon Bacon and Kim Lavoie, the Enabling Successful Aging Living Lab brings together experts from healthcare, academia, and behavioural medicine (i.e., the study of how behaviours that impact disease development can be changed to improve people's lives). The Living Lab will work on adapting and implement an e-health behaviour change program for older adults. The program will first be implemented at the CIUSSS-NIM, then across Québec.

Position overview

The MBMC is seeking an experienced and highly motivated coordinator to help the Living Lab leads manage the planning and coordination of research activities and events. The Living Lab Coordinator will work with existing MBMC staff and leverage other staff expertise from Concordia University, Université du Québec à Montréal (UQAM), and the CIUSSS-NIM, and work with a wide range of project partners, including researchers, healthcare professionals and organisations, students, and patients

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Successful Aging Living Lab Coordinator position



Responsibilities

- Participate in the strategic and day-to-day planning and coordination of research activities and events
- Create, coordinate and manage project timelines, logistics plans, and task schedules
- Help organize and assist in the coordination of all project meetings including drafting agendas, preparing and sharing meeting materials, and taking minutes
- Coordinate stakeholder engagement activities
- Monitor and track project activities and project grant funding requirements
- Prepare and submit project reports and summaries
- Collaborate on the development and dissemination of promotional materials and strategies
- Perform associated tasks as needed

Required qualifications:

- Completed university diploma (BA/BSc or above)
- Experience in project planning and coordination, ideally in an academic or research setting

Required skills:

- Outstanding organizational and coordination skills
- Dynamic and autonomous, ready to take initiative
- Versatile skillset and ability to work with various teams
- Forward and strategic thinking
- Attention to detail and ability to meet deadlines
- Excellent interpersonal skills and judgment
- Excellent communication skills (verbal and written) in both French and English
- Ability to work with a variety of people, including patients and healthcare professionals
- Ability to use all MS Office Suite products as well as Teams, Zoom, and other organizational platforms

Status and benefits:

- Full-time position, 35 hours per week, daytime Monday to Friday, occasional evenings/weekends
- Location: Hôpital du Sacré-Cœur de Montréal, in person (remote work may be negotiated)
- Start date: as soon as possible
- One-year contract, with possibility of renewal
- 15 days of vacation per year, after one year
- 13 statutory days off (holidays)
- 10 non-convertible sick days
- Pension plan (RREGOP) from the first day of employment
- Salary range (in keeping with qualifications): 28\$ to 30\$/hour

To apply

Interested candidates should email their cover letter and CV to:

apply@mbmc-cmcm.ca

Only successful candidates will be contacted for an interview.

Deadline:
December 1, 2024