



## **POSITION DESCRIPTION**

### **Research Assistant**

#### **ABOUT US:**

Wellspring Calgary is a charitable organization that supports, informs and empowers those diagnosed with cancer by helping them address the fear, isolation, disruption and practical problems cancer can bring to their lives. In operation since 2007 and an affiliate of the Wellspring Cancer Support Foundation, Wellspring Calgary provides a comprehensive range of programs, support, resources and programs so anyone living with cancer and the people who care about them can improve the quality of their lives. All programs and services are informed by evidence and offered free of charge and without referral in two centres and online.

Wellspring Calgary's work is made possible through the generous donations of individuals, corporations, foundations and grassroots fundraisers, and with the efforts of committed volunteers, dedicated staff and skilled program leaders.

Our vision is that no one has to face cancer alone.

#### **OVERVIEW OF PROJECT:**

Recognizing Albertan's and the broader health care system require innovation and fiscally sustainable models of service delivery. This project aims to determine if virtual supportive care for cancer patients, caregivers and family members improves quality of life and is an efficient and cost-effective approach in comparison to in-person programming.

Specifically, this project will measure if:

- 1) Quality of life outcomes improve at the same rate, regardless of the service delivery location.
- 2) Online and mixed-model engagement in programs is more efficient and cost effective than pure in-person programming.

#### **THE ROLE:**

The Research Assistant will be responsible for providing research expertise and collaborative leadership for the Cancer Support Service Delivery Methods Project. Research tasks will include finalizing the research proposal, creating and modifying ethics documents, recruiting participants, collecting qualitative and quantitative research data, data entry and analysis, and other research activities as required.

This full-time position is for approximately two years (based on length of grant funding), with the possibility of extension. The successful candidate will be based in Calgary or Edmonton (and surrounding areas).

#### **KEY RESPONSIBILITIES:**

- Prepare research proposal for ethics application submission
- Prepare the ethics application for submission
- Recruit and onboard participants
- Complete data collection such as survey administration and interviews
- Assist in collection and tracking of data and provide information to various internal and external stakeholders
- Generate various reports and presentations to be used when presenting to various internal and external stakeholders
- Prepare literature reviews, technical documents, and reports
- Compile tables, charts, graphs, and summarized statistics for integration in research papers and reports
- Collect, consolidate, cross-tabulate and format data from various sources to prepare draft reports
- Presentation planning for events including workshops, research days and conferences
- Coordinate and attend research and operational meetings

#### **QUALIFICATIONS:**

- Master's Degree in a health-related field is required
- Knowledge of qualitative and quantitative research methodologies required
- A combination of education and experience may be considered
- Knowledge of research ethics and regulations for granting agencies including maintenance of confidentiality of patient information and medical records required
- Experience in supportive care, oncology and/or QOL research an asset
- CIHR Bias and EDI training an asset
- Knowledge of analysis software such as SPSSR, and NVivo is an asset
- Ability to complete assigned tasks under own initiative with minimal supervision required
- Ability to work well under pressure, multitask, time manage and re-prioritize tasks required
- Detail oriented, excellent problem-solving and critical thinking skills required
- Excellent interpersonal, written, and oral communication skills, particularly in a team dynamic required
- Ability to adapt and be flexible in a changing environment required
- Experience in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) required

#### **OUR COMMITMENT TO YOU:**

- Wellspring Calgary is committed to being an inclusive organization – we welcome people with diverse backgrounds, experiences and perspectives, which reflect the community in which we work and live
- We aim to add value to our staff by investing in their career and personal growth journey

- We respect and trust our staff to deliver their key responsibilities while maintaining a work-life balance and see the hybrid working model (office and home) as a critical component of this

We offer a competitive salary and benefits and an empowering and inspiring team environment. **Please include your salary expectations in your cover letter.**

To apply, submit a cover letter and resume in confidence: [joshw@wellspringcalgary.ca](mailto:joshw@wellspringcalgary.ca). This posting will close once we have a successful candidate.

We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted. For more information about Wellspring Calgary visit [wellspringcalgary.ca](http://wellspringcalgary.ca).