

Job Posting: Project Coordinator - Linking Hearts

Projects	Linking Hearts – Advancing Mental Health Care of University Students Through Interdisciplinary Collaboration
Location	Ryerson University
Duration	1 year, full-time (35 hours/week), with a potential renewal of contract x 1 more year.
Start Date	October 2020
Salary	\$32/hour to \$34/hour dependent on qualification and experiences
Funder	<ul style="list-style-type: none">• Canadian Institutes of Health Research in partnership with the National Science Foundation of China

ABOUT LINKING HEARTS

The Linking Hearts is a trans-national implementation research project between Canada and China. The project was developed in response to the observed mental health needs amongst university student populations in Jinan, Shandong, China. The aims of Linking Hearts are to evaluate the implementation of an evidence-based intervention, Acceptance and Commitment to Empowerment – Linking Youth and ‘Xin’ (hearts) (ACE-LYNX), to: (1) decrease stigma (attitude), (2) increase mental health literacy (knowledge), and (3) promote individual well-being (outcomes) and the collective capacity to collaborate (action) to promote mental health and form an integrative network of care for students.

The ACE-LYNX model consists of two components: Acceptance and Commitment Therapy (ACT), a mindfulness-based cognitive-behavioral intervention, and Group Empowerment Psychoeducation (GEP), psychoeducation integrated with principles of equity, empowerment, and social justice. The project will be implemented by 2 teams: the Canadian (CA) team and the Chinese (CN) team, working collaboratively under 3 clusters: Data Collection and Analysis (DCA); Implementation Cluster (IMP) and Integrated Knowledge Translation (iKT).

The Linking Hearts CA and CN Teams had completed Phase One Contextual Analysis to inform the adaptation of the ACE-LYNX model to the contexts of university students in Jinan. The project will use a train-the-trainer model to scale up the interventions in six universities and one hospital in Jinan, China over the next two years, engaging 360 professional service providers and 360 students.

ACCOUNTABILITY & LINES OF COMMUNICATION

- The two key roles of the Canadian Project Coordinator (CA-PC) are to coordinate: (1) the CA-CN Steering Committee and LH Project; and (2) the CA IMP Cluster activities.
- The CA-PC reports directly to the Canadian Executive Team - Drs. Josephine Wong, Kenneth Fung and Alan Li.
- The CA-PC works closely with the CA Executive Team and CA Cluster Leads to ensure effective and efficient operation of the Linking Hearts (LH) project tasks in Canada.

- Under the direction of the CA Executive Team, the CA-PC will liaise with the Chinese (CN) Project Manager/Coordinator to organize meetings of LH CA-CN Steering Committee.
- The CA-PC also works closely with the CA IMP Cluster Lead (Dr. K. Fung) to ensure timely and effective communication with the CN IMP Cluster to establish processes to ensure successful implementation of ACE-LYNX in Jinan.
- **Due to the time differences between Toronto and China, this job requires some evening and weekend meetings.**

RESPONSIBILITIES

1. *Project administration:*

- Process and respond to all research and information requests associated with the project;
- Coordinate all project related meetings with the Steering Committee, CA research team and CA-CN Implementation Cluster;
- Perform English-Chinese translation and interpretation at CA-CN meetings.
- Translate project documents and materials from English to Chinese and vice versa as required;
- Record, maintain and distribute minutes of all meetings;
- Collect and maintain all relevant documentation on all project administrative activities including financial reporting.

2. *Research Activities:*

- Coordinate and ensure research ethical approvals and annual renewals are maintained;
- Demonstrate familiarity of and adherence to Linking Hearts team structure and processes, deliverables, timelines, and expected outcomes;
- Work collaboratively with the CA DCA Coordinator and the CA iKT Coordinators to ensure effective and efficient implementation of the project across all clusters;
- Liaise with all CN cluster coordinators to receive timely updates and ensure all project deliverable are completed in a timely and successful manner.
- Identify emerging issues that require timely response to ensure success of Linking Hearts;
- Work under the direction of CA IMP Cluster Lead (Dr. K. Fung) and closely with the CA IMP Cluster members to ensure the ACE-LYNX intervention is implemented as planned, including establish training supervision protocols and strategies to be implemented with CN IMP Cluster in Jinan.
- Collaborate with all CA-CN cluster coordinators to ensure timely and effective implementation of project deliverables across all clusters.
- Work closely with CN Implementation Cluster Leads
- Coordinate CA-CN research and evaluation training sessions as required;
- Provide English-Simplified Chinese language translation on required and relevant materials;
- Coordinate and ensured secured data transfer between CA-CN team;

- Coordinate CA-CN data management, analysis, interpretation and knowledge translation activities specific to the Implementation Cluster;
- Conduct literature reviews, coordinate abstract writing, and prepare research reports, fact sheets and manuscripts.

SKILLS AND ABILITIES:

- Graduate degree in applied social and health sciences with a combination of relevant education, training and experience in cross-cultural community-based research;
- Excellent written and oral communication skills in English and Chinese (Simplified Chinese/Mandarin), including the ability to translate research materials, prepare community research reports and other knowledge products;
- Experience in community-based research using qualitative and/or quantitative methodologies
- Prior experience in project coordination is an asset;
- Solid knowledge and experience in addressing mental health issues faced by university students in China;
- Excellent understanding of the challenges and rewards of implementing cross-cultural international research;
- Excellent understanding of interdisciplinary collaboration, empowerment and capacity building frameworks;
- Excellent critical analytical skills with the ability to work independently and collaboratively within a team setting
- Computer literacy in Microsoft Word, Excel, PowerPoint, and social media
- Knowledge on the use of computer software for research (e.g., N-Vivo, SPSS) is an additional asset

Please submit your application with a covering letter, resume (in PDF format) and contact information via email (with subject of “Linking Hearts Project Coordinator”) by Monday, October 12th, 2020 at 5 p.m. to job@projectprotech.ca

For any questions about this project, you may contact Dr. Jenny Liu at jenny.liu@ryerson.ca with subject of “Linking Hearts Project Coordinator” in your email.