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**Job Title:** Research Coordinator

**Reports To:** Manager, Research and Education

**Direct Reports:** None

**Posting Date:** June 1<sup>st</sup>, 2026

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## **Position Overview**

The Research Coordinator supports the administration of research projects, ensuring compliance with ethical, regulatory, and institutional requirements. This role is responsible for coordinating participant recruitment, clinical data collection, and study documentation, and acts as a liaison between investigators, sponsors, and regulatory bodies. The Coordinator plays a key role in advancing project timelines and provides support to more senior research staff in implementing study activities.

## **Summary of Responsibilities**

### **1. Research Coordination, Study Execution, Data Collection**

- Develop and manage work plans and study timelines.
- Monitor progress and adjust project schedules as needed.
- Coordination of lab space for patient studies, maintenance of lab space and equipment maintenance.
- Maintain secure and organized records to support study integrity and reporting.

### **2. Participant and Data Oversight**

- Coordinate patient recruitment, consent, and data collection.
- Trouble-shoot scheduling conflicts and ensure study participants' needs are met.
- Ensure randomization of patient participation in studies where required.
- Ensure quality control and accuracy of data entry.

### **3. Regulatory, Compliance, and Ethics Reporting**

- Maintain relevant regulatory documentations for clinical trials
- Prepare progress and funding reports.
- Assist in audits or internal checks to ensure the quality and reliability of study data.

### **4. Team Coordination**

- Provide delegation, mentorship, and coaching on tasks to Research Assistants and Summer Students.
- Coordinate with clinic and surgical staff to ensure smooth patient flow during study activities, including protocol adherence and regulatory standards.
- Identify and resolve protocol deviations or issues as they arise.
- Act as liaison between investigators and other external partners.

## **Position Requirements**



- Bachelor's degree in Science, Athletic Therapy, Kinesiology or a related field.
- 1 – 3 years of clinical and/or academic research experience is preferred.
- Experience conducting physical assessments and/or working directly with patients.
- Familiarity with data analysis tools, statistical software, and research methodologies is considered an asset.
- Experience in health research safety awareness is considered an asset.

### **Physical Environment**

- Work is performed primarily in a standard office and clinic/research environment.
- Environment may vary between quiet office work and active clinic settings, where noise and distractions are present.
- Occasional site visits to clinics or community settings may require mobility, including walking, standing, or sitting for extended periods.
- Frequent repetitive movements (typing, mouse use, navigating between dual screens).
- Ability to lift and carry up to 20 lbs. for set-up of equipment, materials, or event logistics.
- May occasionally be required to physically demonstrate basic study activities (e.g., walking, running, jumping, stretching) in order to guide or instruct study participants.
- At times, personal protective equipment (PPE) is required, and strict adherence to clinic safety policies and procedures must be maintained.
- Occasional local travel between sites may be required.
- Physical demands are generally slight to moderate.

### **Mental Effort**

- Requires sustained concentration for data analysis, project coordination, and meeting deadlines.
- Must manage frequent shifts in priorities and balance competing demands.
- Emotional resilience is required when handling sensitive information or navigating stressful interactions.
- Time management and adaptability are essential, with some ability to control workflow.
- Problem-solving and interpretation of procedures and guidelines are required on a regular basis.
- Flexibility in working hours may be required to support study participant scheduling.

**APPLICATION DEADLINE:** June 15, 2026

### **PLEASE SUBMIT COVER LETTER AND RESUME TO:**

Heather Normand, Research & Education Manager  
Pan Am Clinic Foundation  
75 Poseidon Bay, Winnipeg, MB R3M 3E4

E [pacfoundationhr@gmail.com](mailto:pacfoundationhr@gmail.com)

**This position is subject to a Criminal Record Check and Adult Abuse Registry Check. The successful candidate will be responsible for any service charges incurred.**

We thank everyone for applying. Only those selected for an interview will be contacted.