



Position: Research Coordinator

About the Jooy Project

The Jooy App was created by Keiko Shikako-Thomas, Ph.D. and Annette Majnemer, Ph.D., faculty members at the School of Physical and Occupational Therapy, McGill University and CRIR researchers. The idea was born in consultation with a network of stakeholders across Canada (CHILD LeisureNET), assembled to identify practical solutions to promote participation of children with disabilities in leisure and physical activity. The Jooy App was launched in Spring 2015 to overcome the lack of access to information about inclusive leisure and create an online community of support through a mobile-health solution. This free mobile and web-based App is available for iPhone and Android and currently lists close to 1500 adapted leisure activities in all 10 provinces. Jooy is also an App where parents, youth and users can exchange information, rate and comments on activities, creating a community and building networks around adapted and inclusive leisure opportunities.

The Jooy Project is also part of the Child-Bright Network, a Strategic Patient-Oriented Research research program that unite patients, families, researchers, clinicians, policy makers and other key stakeholders to improve health care systems, practices, and knowledge ensuring better outcomes for these children and their families.

Responsibilities

1. Project Coordination (30%)

- Manage individual and group meetings with stakeholders and ambassadors
- Monitor activities by stakeholders and ambassadors by soliciting and verifying reports, and entering information into central database of activities
- Manage communication between Project lead and stakeholders
- Manage the project's budget and produce reports for funding agencies
- Provide support for students and researchers in the project including entering and creating data summaries and basic analysis of data
- Support manuscript writing and submission to journals, and grant applications

2. Communications and Engagement (50%)

- Manage the creation, production and dissemination of promotional material related to the Jooy App
- Monitor and support the organization of Jooy outreach events
- Engage stakeholders and ambassadors in the project development through the Social Media channels, emails, newsletters, and other communication channels
- Manage the Jooy App social media platforms and create social media content



3. Research support (20%)

- Prepare and monitor the ethics clearance process in different institutions
- Monitor Jooay App utilization, and create reports, update and provide related to the App utilization and progress
- Support the research process: recruitment of participations, data collection and data management in collaboration with the CHILD-BRIGHT data coordination center
- Organize and support Social Analysis Network and other analysis as necessary for the project.

Qualifications

- **Education:** Master's degree in public health, occupational therapy or other health sciences.
- Education or equivalent experience in communications is an asset.
- Written and spoken fluency in English AND French is required.
- Familiar with the following softwares: REDCap, SPSS, Photoshop or Illustrator, NVivo,
- Familiarity with web and graphic design tools and willingness to learn new ways to create and disseminate media.
- Mission-driven: Passionate about participation of children and youth with disabilities
- Resourceful: Willing and able to identify information or relevant people to complete various tasks.
- Adaptable team member: Willing to be involved in the different activities of the Jooay project and able to manage many priorities at the same time while working collaborative with a large team of a variety of stakeholders
- Creative: Able to engage various groups of stakeholders, foresee potential obstacles to the project implementation and troubleshoot spontaneous issues.
- Detail-oriented: Meticulous in their work output.
- Ability to work independently and be accountable to the project lead in identifying and proposing solutions.
- Experience working with children and youth with disabilities or other vulnerable groups.

We encourage people with disabilities, visible minorities and aboriginal peoples to submit their candidacy.

Please send your CV and cover letter to Valérie Grand'Maison, Research Coordinator:
valerie.grandmaison@mail.mcgill.ca