

Job Description – Project agent for the Engage Cohort Study:

1. Assist in participant enrollment, administer informed consent form, and answer participant questions.
2. Assist Engage-participants as they complete the auto-administered study questionnaire.
3. Manage the flow of participants through the study procedures, in collaboration with the Engage nurse.
4. Assist the Engage nurse in case participants need additional assistance.
5. Answer participant questions relating to resources available to gay, bisexual and queer men in Montreal.
6. Maintain the daily compensation tracking registry.
7. Make calls to participants to schedule their study visits and confirm upcoming visits with scheduled participants.
8. Monitor the inventory of study materials.
9. Perform all other duties designated by the Engage coordinator or principal investigators.

Requirements :

- Level of education : high school or more
- Bilingualism (English and French)
- Work and/or volunteer experience with LGBTQ communities is an asset
- Available afternoons, evenings and Saturdays; flexible availability an asset
- Part-time* (8-20 hours per week), based on a yearly contract (renewable until 2022)
- Start date : immediately
- Location of workplace : Gay Village (near Berri-UQAM and Beaudry Metro stations)

Please submit your CV to the Engage-Montreal coordinator (herak.apelian@mail.mcgill.ca).

** The successful candidate will be an employee of the Research Institute of the McGill University Health Center.*