



**Work Wellness Institute**  
**L'institut de bien-être au travail**

103-3991 Henning Drive,  
Burnaby, BC,  
Canada V5C 6N5

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1-604-684-4148  
admin@workwellnessinstitute.org

## **Contract Research Support Specialist**

### **Work Wellness Institute**

**Work Location:** Work Wellness Institute, Burnaby BC (work can be performed remotely) Since its inception in 1985, the Work Wellness Institute has been a committed Canadian applied health centre both conducting and supporting research that promotes supportive workplace health practices.

As a not-for-profit, much of our research depends on support from grants. We are hiring a Research Support Specialist to help us draft documents that will support us in our quest to secure grants. This will include working with our research department to determine what the current priorities are in Canada related to Work Wellness and drafting background documents (such as 2-page reports).

This position is available for 3 months. Remote work is possible within Canada.

#### **Duties:**

- Work with the research department to establish research topics for grant submissions
- Research a topic that is a priority for Work Wellness in Canada
- Draft short reports as background documents for grant submissions
- Work with a Grants Specialist (within the Work Wellness Institute) to ensure all background material necessary for grant submission is obtained

#### **Skills required:**

- Exceptional writing, editing, and research skills
- Strong communication skills in English
- Experience with Microsoft Office
- Excellent organization and time management skills
- Highly self-motivated and detail-oriented
- Able to prioritize workloads and meet established deadlines
- Able to work independently and as part of a team

#### **Qualifications:**

- Bachelor degree in a relevant field (e.g., Social Sciences, Humanities, and Science)
- Two years experience working in a research environment (e.g., as a Research Assistant or Research Coordinator)

Interested candidates should send their resume and cover letter to Dr. Janessa Griffith, Research Director at [jgriffith@workwellnessinstitute.org](mailto:jgriffith@workwellnessinstitute.org). Thank you for your interest in Work Wellness Institute. Only those candidates selected for an interview will be contacted.

**Start Date:** February 15 (Negotiable)

**Application Deadline:** January 27, 2023