



Enhancing the Prevention of
Injury and Disability at Work
(EPID@Work)

Lakehead University

1294 Balmoral Street
Thunder Bay, ON. P7B 5Z5

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Project Coordinator
Enhancing the Prevention of Injury & Disability (EPID) @ Work Research Institute
Full-Time Position, Contract

Department: EPID@Work Research Institute

Term: May 1, 2024 – March 31, 2025

No. of Positions: 1

Location: Thunder Bay Campus, in person

The EPID@Work Research Institute is seeking a full-time project coordinator to join our team of project coordinators. The position is a one-year contract, renewable depending on performance and funding. The team is responsible for leading the Northwestern Ontario Workplace and Worker Health Study (NOWWHS), with the focus of the position being planning and executing data collection at various communities and businesses in Northwestern Ontario, with a team of research assistants. Responsibilities will include actively promoting the study, calling and recruiting workplaces, scheduling meetings, organizing workplace presentations, coordinating with team members, and collecting data.

The candidate will have a post-secondary education or equivalent with an emphasis in mental and/or physical health, workplace safety, or occupational health with previous experience as a research assistant, project coordinator, or in customer service. They will be expected to demonstrate critical and analytic thinking abilities, have strong interpersonal skills paired with excellent written and verbal communication and organizational skills, work well both independently and as part of a team, and be comfortable cold calling workplaces for recruitment. They will be able to follow research ethics guidelines and have knowledge of research processes. A valid G-class drivers license is required and a flexible working schedule on occurrence, including some evenings, weekends, and overnight trips. A graduate degree and knowledge of research design and methodologies is considered an asset.

Interested applicants are invited to submit a single PDF document containing a cover letter, resume, and the contact information of three professional references to:

Dr. Vicki Kristman
Director, EPID@Work Research Institute
Email: epid.hbsc@lakeheadu.ca

A completed [Confirmation of Eligibility to Work in Canada](#) form must accompany your package.

Established in 2018, the mandate of EPID@Work is to bring people together to reduce work-related injury and disability through collaborative applied research and provision of education to enhance knowledge related to injury and disability. The Institute is a partner with the Ministry of Labour, Immigration, Training, and Skills Development and holds a seat at the Ministry's Prevention Research Partner's Table.

Information generated from our research informs practice and policies aiming to improve health and social outcomes in Northwestern Ontario and beyond. More information on the EPID@Work Research Institute is available at <https://www.lakeheadu.ca/centre/epid>.

The health and wellbeing of our employees is of the utmost importance to us. Lakehead University encourages and supports our employees in prioritizing their own wellbeing. To support our employees in balancing their working and personal lives, whether working traditional hours in the workplace or remotely, we have implemented a Disconnecting from Work Policy to encourage employees to disconnect from work outside of their working hours.





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Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of racialized groups/visible minorities, Indigenous persons and persons with disabilities, and persons of any sexual orientation, gender identity or gender expression. Lakehead University is committed to an environment of open access to employment opportunities. Accommodations are available for all applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at (807) 343-8334. We appreciate your interest; however, only those selected for an interview will be notified.