



Canadian Academy of Health Sciences  
Académie canadienne des sciences de la santé

## CAHS - Autism Spectrum Disorder Project

### Job Advertisements

The Canadian Academy of Health Sciences (CAHS) conducts evidence-based assessments to inform public policy. The Academy recently completed an [assessment on dementia](#). The full list of CAHS [reports can be found here](#).

The CAHS has been given a mandate to undertake an assessment on Autism Spectrum Disorder (ASD) by the Public Health Agency of Canada (PHAC). We are therefore hiring a team to help us support the experts that will work on the ASD assessment.

Interested applicants are asked to send a cover letter and resume to [sbuy@cahs-acss.ca](mailto:sbuy@cahs-acss.ca) and indicate which position they are applying to.

Jobs required for the project include:

- Project Manager (1)
- Researcher (2)
- Coordinator (1)
- Scientific Writer (3)

Job descriptions, requirements, qualifications, and more information can be found on the pages below.



Canadian Academy of Health Sciences  
Académie canadienne des sciences de la santé

**Job title:** Project Manager

**Number of positions:** 1

**Start and end date:** November 2<sup>nd</sup> 2020 to November 1<sup>st</sup> 2021 (or one year from hire date)

**Job description:**

The project manager will be responsible for the progress of the assesment and the consultation.

This person will report to the chair of the expert group and the CEO of CAHS, liaise with the experts and oversee the work of other employees to ensure that there is progress and timelines are met.

The Project Manager will also be responsible for the quality of the work done by the project team (employees). This includes summaries of meetings, research, consultation reports, etc.

The Project Manager will be in charge of the discussions with service providers (public relations, opinion survey, IT).

**Experience:**

- Excellent written and spoken communications skills
- 5 to 10 years of experience in a similar role
- Proven track record of managing projects to the completion
- Experience managing projects in the field of health sciences is required
- Experience working with and/or managing research projects related to Autism Spectrum Disorder is an asset

**Qualifications:**

- Minimum - Bachelor's Degree
- Project management training is an asset
- Bilingualism an asset

**Must have:**

- Ability to work remotely (Computer with internet and phone etc.)

**Salary:**

- \$115,000 - \$130,000 per year (no benefits)

**Schedule:**

- Monday to Friday – 37.5 hours per week
- Fixed-term contract for one year



Canadian Academy of Health Sciences  
Académie canadienne des sciences de la santé

**Job title:** Researcher

**Number of positions:** 2

**Start and end date:** November 2<sup>nd</sup> 2020 to November 1<sup>st</sup> 2021 (or one year from hire date)

**Job description:**

The two researchers hired will be used on a full-time basis to provide the support to the work done by experts assembled by CAHS. This will involve helping them to:

- Develop policies, studies, articles, etc.
- Develop reports with the support of consultations – including the web-based tool that will be used for Canadians to weigh in on key questions.

**Experience:**

- Excellent written and spoken communications skills
- 2 to 5 years of experience of research within the field of health sciences is required
- Experience working with and/or conducting research on projects related to Autism Spectrum Disorder is an asset

**Qualifications:**

- Master's degree in health sciences
- Bilingualism an asset

**Must have:**

- Ability to work remotely (Computer with internet and phone etc.)

**Salary:**

- \$50,000 - \$60,000 per year each (no benefits)

**Schedule:**

- Monday to Friday – 37.5 hours per week
- Fixed-term contract for one year



Canadian Academy of Health Sciences  
Académie canadienne des sciences de la santé

**Job title:** Coordinator – Scientific Writing

**Number of positions:** 1

**Start and end date:** November 2<sup>nd</sup> 2020 to November 1<sup>st</sup> 2021 (or one year from hire date)

**Job description:**

The coordinator will be the principal scientific writer and will act as such with the experts assembled by CAHS. The coordinator will also be responsible for the other scientific writers and be in charge of quality control and consistency (style and content), etc.

**Experience:**

- Excellent written and spoken communications skills
- 5 to 10 years of experience in a related field
- Proven track record working in coordinating and writing research reports
- Experience working with and/or coordinating research projects on Autism Spectrum Disorder is an asset

**Qualifications:**

- Master's degree in health sciences
- Bilingualism an asset

**Must have:**

- Ability to work remotely (Computer with internet and phone etc.)

**Salary:**

- \$70,000 - \$80,000 per year (no benefits)

**Schedule:**

- Monday to Friday – 37.5 hours per week
- Fixed-term contract for one year



Canadian Academy of Health Sciences  
Académie canadienne des sciences de la santé

**Job title:** Scientific Writer

**Number of positions:** 3

**Start and end date:** November 2<sup>nd</sup> 2020 to November 1<sup>st</sup> 2021 (or one year from hire date)

**Job description:**

Scientific writers are the team members supporting the groups of experts. They will work with the Chairs of each working group and assist in writing summaries of discussions, research and the reports. To support each team and the consultations, a facilitator will be hired to facilitate the meetings of experts, stakeholders, etc.

The individuals will be responsible for providing a summary of the meetings (to go to the scientific writers).

**Experience:**

- Excellent written and spoken communications skills
- 5 to 10 years of experience in a similar role
- Proven track record working as a scientific writer is required
- Experience working with and/or writing scientific reports related to Autism Spectrum Disorder is an asset

**Qualifications:**

- Master's degree in health sciences
- Bilingualism an asset

**Must have:**

- Ability to work remotely (Computer with internet and phone etc.)

**Salary:**

- \$65,000 - \$75,000 per year (no benefits)

**Schedule:**

- Monday to Friday – 37.5 hours per week
- Fixed-term contract for one year