



Azad Lab Research Project Coordinator

Department of Pediatrics & Child Health
Rady Faculty of Health Sciences
University of Manitoba
Winnipeg, Manitoba, Canada (remote working is possible)
www.azadlab.ca

Our Team & Program

We study how early-life exposures and experiences shape lifelong health. Our current research is focused on the role of **maternal nutrition, infant feeding and human milk composition** in growth and development during infancy and childhood. Our team is transdisciplinary, combining expertise in molecular biology, epidemiology, statistics, nutrition, microbiome and maternal-child health. We collaborate and use model systems, clinical cohorts, and administrative databases to study the Developmental Origins of Health and Disease in cells, animals and human populations. Our research is funded by the Canadian Institutes of Health Research, the Bill and Melinda Gates Foundation, and the Canada Foundation for Innovation.

Dr. Azad holds the Tier 2 Canada Research Chair in Developmental Origins of Chronic Disease and is a Fellow of the Canadian Institute for Advanced Research (CIFAR) Humans & the Microbiome Program. She co-Leads the Manitoba site of the [CHILD Study](#) and co-Directs the new Manitoba Interdisciplinary Lactation Centre ([MILC](#)).

Current projects include:

- International Milk Composition Consortium ([IMiC](#))
- Genome-wide association studies of human milk composition
- International Perinatal Outcomes in the Pandemic (iPOP) Study
- Matching Donor Human Milk on Maternal Secretor Status (MMOMSS): a pilot RCT
- Rapid research in the CHILD cohort to inform Canada's response to the COVID-19 pandemic
- Stakeholder engagement to inform strategies for breastfeeding education in Manitoba schools
- Causational roles of the gut microbiome in childhood asthma: leveraging the CHILD cohort study
- Prelacteal feeding, gut microbiome development, growth and resilience in Bangladeshi neonates

Research Project Coordinator Position

The **Azad Lab Research Project Coordinator** will work with the Principal Investigator and Program Director to organize and execute a variety of research projects. Tasks will include monitoring project plans, schedules, milestones, budgets and expenditures; organizing and participating in stakeholder meetings, and ensuring that project deadlines are met. The ideal candidate will excel in a fast-paced and challenging work environment, be highly proficient in Microsoft Office applications, and have excellent verbal, written, and technological skills. A bachelor's degree in a related field of study and at least three (3) years of relevant experience in a research environment are **required** for consideration.

See next page for Duties, Qualifications and Contact information.



Duties

- Maintaining and monitoring project plans, projects schedules, electronic calendars, budgets and expenditures
- Organizing, attending and participating in stakeholder meetings
- Documenting and following up on important actions and decisions from meetings
- Preparing necessary presentation materials for meetings
- Ensuring project deadlines are met
- Providing administrative support as needed
- Undertaking project tasks as required
- Creating project schedules with milestones, timelines and budgets for review by the Principal Investigator and Program Director
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project
- Assessing project risks and issues and providing solutions where applicable
- Facilitating meetings and distributing minutes to all project team members
- Documenting phases of each project and preparing summary reports

Qualifications

- Enthusiasm for maternal-child health research
- Exceptional verbal, written, and analytical skills
- Demonstrated organization, problem solving and time management skills
- Strong attention to detail
- Demonstrated ability to work autonomously to manage and complete assigned tasks with minimal oversight
- Ability to work effectively both independently and as part of a team
- Experience using computers for a variety of tasks including: website production and maintenance, cloud-based communications and file management, reference management
- Experience in file management, minute taking, and other administrative processes
- Knowledge of cloud-based project management tools
- Working knowledge of operations within a research and academic environment, including REB submissions
- Expert level knowledge of University finance systems including: EPIC, Concur, FAST
- Advanced skills in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)
- Advanced skills in online and cloud-based platforms (e.g. Slack, MS Teams, Zoom, Weebly, OneDrive)

Interested candidates should contact Dr. Meghan Azad (meghan.azad@umanitoba.ca).

Remote working is possible. Applicants outside of Winnipeg are welcome.