



# Job Description – VERITAS Project Ambassador

## Key Study Objectives:

- To assemble a cohort of well-characterized e-cigarette (EC) users who have never smoked in their life.
- To characterize pattern of product use of the cohort by web-based questionnaire.
- To establish respiratory health of the cohort by web-based questionnaire.

## About the project:

VERITAS Cohort study will be a global 6-month survey of daily vapers who have smoked very little. The goal is to characterize usage patterns and health outcomes of exclusive vapers compared to controls with a history of no tobacco use. The primary aim of this study is to test the hypothesis that longer-term exposure to EC aerosol emissions does not cause health effects/symptoms in vapers who have had little exposure to tobacco smoke. The primary outcome measures will be respiratory symptoms collected via a specific questionnaire.

## Role & Responsibilities:

The role of the Ambassador is to act as local point of contact for the VERITAS project in a designated region (the project will cover 6 geopolitical regions: Africa & Middle East, North America, Latino & South America, Asia-Pacific, West Europe, East Europe). The role includes communicating, organizing, coordinating and figuring out how to adapt project plans to the local geopolitical region. The success of the project and the integrity of the study cohorts in the long term will depend on the performance of Ambassadors. The Ambassador will be responsible for all activities that require action at local geopolitical level. Details of the key tasks are listed below:

The Ambassador will stay in frequent communication with the Project Leader and will be the primary link between study subjects and the Project Leader.

The Ambassador is responsible for the recruitment of participants within the geopolitical region.

In coordination with the PL, the Ambassador will develop a recruitment strategy that is appropriate for geolocal conditions (this may include identifying local vape shops, social media channels, personal contacts, etc).

The Ambassador primary responsibility is to make sure to screen, identify, and recruit participants for the online web-survey and to ensure the completion of data collection from each respondent. This is their most important mission-critical job as the project moves forward.



The Ambassador will be involved in the development and trialing of the questionnaire to validate the survey's items.

The Ambassador ask coordinates subjects on how to take part in a survey and complete the questionnaire.

The Ambassador will maintain contact with the participants for purposes of retaining cohort members. Suggested talking points will be provided as they are developed.

Ambassadors will work independently and as part of a team to help PL make progress on studies and project deliverables.

**Candidate requirements:**

- Excellent written and oral communication skills
- Proficiency with Microsoft Office Suite (e.g., proficiency in Word, Excel, and PowerPoint is required)
- Strong time management skills: ability to work independently (and as a part of a team) managing multiple tasks simultaneously
- Attention to detail and strong organization skills (coordinating internal and external project communications, scheduling meetings, developing meeting agendas, and notetaking)
- Experience taking initiative, asking questions, clearly discussing options, and documenting decisions