



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Research Coordinator

<b>Job ID</b>	<b>A5-14-12-EA-AD-FF</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A5-14-12-EA-AD-FF">https://careers.indigenous.link/viewjob?jobname=A5-14-12-EA-AD-FF</a>	
<b>Company</b>	Pacific AIDS Network (PAN)	
<b>Location</b>	Remote, Across Canada	
<b>Date Posted</b>	From: 2021-12-07	To: 2022-06-05
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Start Date</b>	Immediately	
<b>Job Salary</b>	\$45,000 - \$55,000 (prorated To Hours Worked / FTE Status)	
<b>Languages</b>	English	

### Description

The Pacific AIDS Network (PAN) and the Making It Work project is seeking a Research Coordinator (the Coordinator) to support this community-based research study and case study sites in Prince George, Smithers, Victoria and Vancouver. Making it Work is an Indigenous focused community-based research (CBR) study, taking a realist evaluation approach, looking at what services work well for people living with HIV, hepatitis C, and/or challenges with mental health or substance use. This project is looking to understand why, when, how and for whom, certain services work, particularly with Indigenous service delivery models.

The Coordinator position is housed within PAN and will work as a member of PAN's CBR and Evaluation program (which is offered in partnership with the CIHR Centre for REACH in HIV/AIDS). The Coordinator will work closely with the Making It Work Study leadership team including, co-leads Sherri Pooyak of the AHA centre, and Janice Duddy and J. Evin Jones from PAN and will report directly to PAN's Research Manager.

### ABOUT PAN

PAN is a vibrant, pro-active member-based coalition that provides a network to support the abilities and efforts of its 40+ member organizations to respond to HIV, hepatitis C and related issues BC, including the overdose emergency. PAN provides networking opportunities; opportunities for mutual support; education and skills development; and opportunities for member organizations to participate in community-based research and evaluation projects. PAN facilitates knowledge translation and exchange (KTE) activities and the sharing of evidence-based practices; and undertakes collective action to influence public perceptions and policies affecting people living with HIV/AIDS, hepatitis C and those "at risk."

PAN is an organization that recognizes our collective responsibility to address systemic and structural oppression, and challenge the stigmas that affect the lives of people in our community. Through our member organizations; our programming and activities; influence on government and non-government organizations; and community outreach, we consider it an integral part of our work to actively model a safe and inclusive workplace for all. This includes cultural humility and a

commitment to ensuring cultural safety for Indigenous staff, members, partners, and participants. As we take active steps toward reconciliation through understanding, organizational learning, and action to address the ongoing impacts of colonization, we encourage diverse perspectives. We continue to challenge ourselves to learn new ways to address the struggles of historically oppressed people and communities.

#### **JOB DUTIES & RESPONSIBILITIES**

- Work with PAN's Research Manager to support Peer Research Associates on the project and responsible to supervise the Research Trainee on the project
- Facilitate Peer Research Associate (PRAs) and Study Team meetings by organizing team video conferences and organizing face-to-face team meetings if/when COVID-19 restrictions on travel and gathering are lifted. The Coordinator will organize agendas, follow-up notes for all meetings, and develop plans for action items
- Prepare and/or update research ethics board applications
- In consultation with study team and PRAs, develop data collection tools and methods (quantitative survey and qualitative interview guide) that will be used at four case study sites around the province (Victoria, Prince George, Smithers and Vancouver)
- Coordinate and participate in data collection with community research sites
- Coordinate and support data analysis
- Lead the review and revision, in collaboration with the Study Team, of a Realist Evaluation Framework and Context-Mechanism-Outcome statements through culturally safe consultations including a series of virtual (and/or in person when possible) community meetings that will support the creation of a program theory
- Support community research sites in capacity building related to the project and work in partnership with the community research sites and Peer Research Associates to recruit study participants
- Support knowledge translation and communications activities
- Ensure the smooth and efficient day-to-day operation of study activities; acts as the primary administrative point of contact
- Facilitate and participate in report and publication writing
- Support the writing of funding proposals as appropriate
- Be an active contributor to the CBR and Evaluation Program team at PAN, including other duties as required and special projects identified that reflect both organizational need as well as employee interest

#### **Education Requirements**

Undergraduate or Master's degree in relevant discipline. Students are welcome to apply and hours/week can be flexible for the right candidate

#### **Essential Skills**

- Experience working with Indigenous communities in a culturally safe way
- Excellent organizational, interpersonal, group team-building and facilitation skills as well as an ability to work independently
- Knowledge of community-based research and/or participatory evaluation principles
- Understanding of quantitative and mixed methods research, including case study approaches
- Experience with developing data collection tools - i.e. surveys, interview guides, etc.
- Excellent writing, presentation, and communication skills

- Experience in or understanding of community engagement and participation in research, in HIV/AIDS and/or hepatitis C research this appears in the GIPA/MEPA and Nothing About Us, Without Us Principles
- Proficiency in applicable software programs (i.e. Microsoft Office, excel, etc.)
- Proof of full vaccination against COVID-19 required (we will consider applications from candidates who have a medical exemption)

### **Additional Skills**

- Comfort working on the computer, video conferencing, and collaborating at a distance
- Self-starter, able to hit the ground running, able to work independently, dependable
- Ability and willingness to travel, as COVID-19 allows (there are a number of case study sites around the province and there may be travel to each of these)
- Skilled team player who is able to build professional and effective working relationships with a diverse group of stakeholders - respected and respectful
- Ability to mentor and coach people new to a research role, by providing a safe space for learning and asking questions and direction on next steps
- A hands-on, forward-thinking planner, problem solver and implementer, capable of anticipating and dealing with challenges proactively
- Strong organizational skills, detail-oriented, ability to multi-task and manage time well
- Values diversity, collaboration, transparency and partnerships

### **How to Apply**

Please submit a resume and cover letter to PAN's Research Manager at [Jennifer@pacificaidnetwork.org](mailto:Jennifer@pacificaidnetwork.org)