



# 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

Date Printed: 2024/05/05

## Program Coordinator, RECAP; Posting 28143

<b>Job ID</b>	<b>F9-08-44-DE-7F-72</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=F9-08-44-DE-7F-72">https://careers.indigenous.link/viewjob?jobname=F9-08-44-DE-7F-72</a>	
<b>Company</b>	Western University	
<b>Location</b>	London, Ontario	
<b>Date Posted</b>	From: 2022-09-07	To: 2023-03-06
<b>Job</b>	Type: Fixed-term	Category: Education
<b>Job Start Date</b>	October 2024	
<b>Job Salary</b>	Professional Management Association; Level 13	
<b>Languages</b>	English	

### Description

Reference: 28143

Location: UWO Main Campus

Faculty/Unit: VP Research - Western Research

Department: Research Development & Services

Employee Group: Non Union

Appointment Type/ Status Temporary Full-time

Classification & Regular Hours

Hours per Week: 35

Salary Grade: 13

Please note, this is a temporary full time contract opportunity with an anticipated end date of October 11, 2024.

\*Secondments are Welcome\*

About Western

With an international reputation for success, Western ranks as one of Canada's top research-intensive universities. Our research excellence expands knowledge and drives discovery with real-world application. Western also provides an exceptional employment experience, offering competitive salaries, a wide range of employment opportunities and one of Canada's most beautiful campuses.

About Us

Western Research fosters a culture of research excellence at Western and enhances Western University's research profile on the global stage through strategic and administrative support. We support a broad definition of research, including (but not limited to) discovery, innovation, creativity, and artistic works through collaboration, communication and service.

Responsibilities

The Program Coordinator will manage the launch and implementation of the Western Research Engagement Collaborative Alliance with Partners (RECAP) project that aims to: 1) enhance

researchers' ability to implement co-creation/design principles and conduct research; and 2) empower knowledge user research partners (e.g. patients, communities, industry, government, and non-government agencies) to overcome power differentials when sharing their lived experience and critical perspectives about the relevance and priorities of research questions, key aspects of research design, recruitment, and outcomes to be measured, as well as impactful knowledge exchange approaches.

Working with other key units and stakeholders, the role will organize and curate a partner engagement resource platform and develop mechanisms that will build and sustain mutually beneficial and reciprocal relationships between researchers and research partners. The role will support the development of training modules tailored to diverse research partners, researchers, and research staff, coordinate partner engagement events, and support efforts to incorporate partner engagement requirements in internal funding opportunities. The Program Coordinator will also provide project coordination support to ensure the efficient and effective delivery and evaluation of the RECAP program offerings, in alignment with the University's and Western Research's strategic plans. In addition, the role will liaise and support the planning, coordination, implementation and evaluation of other initiatives, events and programs as needed.

### **Experience**

- 2 years' experience coordinating programs, events and/or activities
- 1 year of experience coordinating programs in a large complex organization
- Experience developing program materials and/or resources
- Experience in knowledge exchange and/or working with diverse knowledge users/partners from different sectors
- Experience working in a postsecondary and/or research environment
- Experience developing evaluation/feedback forms, surveys and/or workshops

### **Education Requirements**

- Undergraduate degree (preferably thesis-based)
- Project management certificate preferred

### **Essential Skills**

- Understanding of and commitment to co-creation/design principles and building of authentic research partnerships (including advancing equity, diversity, inclusion, and decolonization in research)
- Familiarity with best practices for assessing, developing and implementing new processes and procedures
- Knowledge of project management methodologies, as well as familiarity with change management principles
- Strong written and verbal communication skills to clearly express ideas in an objective manner, and adapt communication style to suit the situation and audience
- Ability to apply creativity, innovation and resourcefulness to daily work
- Ability to understand customer needs and expectations and provide excellent customer service to directly and indirectly satisfy expectations
- Exceptional attention to detail with an ability to ensure that information is accurate and comprehensive
- Ability to work within a flexible schedule to accommodate the University's events and activities
- Ability to work in a manner that models best practices in confidentiality standards

• Proven ability and natural inclination to develop relationships by interacting with people in a professional, respectful and diplomatic manner

• Ability to plan and manage events of various sizes

### **Other**

#### Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

### **How to Apply**

Click "Apply Now"

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at [hrhelp@uwo.ca](mailto:hrhelp@uwo.ca) or phone 519• 661• 2194.