



Position Title: Research Coordinator

Duration: Limited term – part time and full time (with potential for extension)

Hours: Semi-Flexible

Position Start Date: Mid to late September 2022

Location: Yellowknife (travel required)

Salary: \$35-\$65/hr (commensurate with experience)

Purpose: The Institute for Circumpolar Health Research (ICHR) is a community-based health research institute in Yellowknife, Northwest Territories (NT). The Research Coordinator will work closely with the Executive Director to carry out the following activities:

Support communities and organizations throughout the Northwest Territories

- Build relationships and develop positive partnerships with community members and research organizations throughout the NT
- Provide hands-on assistance to communities and organizations throughout the NT as they prepare for and/or undertake Indigenous health and wellness research
- Work closely with communities and organizations throughout the NT to connect them with appropriate academic and/or other research partners

Knowledge sharing and mobilization, special projects, and travel

- Attend major health-related gatherings in NT to display and distribute promotional materials
- Travel to meet with individuals, communities, and organizations throughout the NT
- Help communities and organizations throughout the NT who are preparing for and/or undertaking Indigenous health and wellness research to develop innovative and community-based knowledge sharing strategies

Communications and training

- Receive ongoing instruction from Elders and Knowledge Holders
- Participate in monthly meetings with the Executive Director to report on activities and network as a group
- Provide monthly written reports to the Executive Director with updates and evaluations of ongoing activities
- Organize and lead video and teleconferencing with ICHR partners, community members, and organizations
- Support event promotion by carrying out a variety of activities including creating posters and ads and facebook posts; updating event information on the ICHR calendar; taking photographs during related events; and uploading photos to the ICHR website
- Taking notes at meetings
- Other duties as require



Qualifications

***Applicants do not have to have all the following qualifications before applying, but they must be interested in developing these skills as well as learning about and supporting Indigenous health and wellbeing research.*

- Interest in research that explores Indigenous health and community wellness
- Well-versed in Indigenous culture, histories, and protocols and experience working with Indigenous peoples
- Basic knowledge of Indigenous language is an asset
- Ability to work independently as well as collaboratively with a diverse team
- Solution-oriented
- Excellent project organization, event planning, and implementation skills
- Excellent written and verbal communication skills with ability to write for different audiences
- Experience with communication systems such as email, facebook, and website management
- Skilled in Microsoft Word
- Ability to maintain confidentiality
- Strong organizational skills with ability to manage and prioritize multiple projects
- Ability to meet deadlines

Application:

- Please submit a cover letter and your resume/CV to: kimberly.fairman@ichr.ca

Note: All applicants will be thanked for their interest but only candidates that are selected for an interview will be contacted.