



JOB POSTING – PART TIME RESEARCH PROJECT COORDINATOR POSITION

Position Summary

Dr. Ciann Wilson is looking for a research project coordinator to support the community-based research project “Art as Knowledge Mobilization: Amplifying Youth Voices to Inform Harm Reduction Practice for Preventing Youth Homelessness” in Winnipeg, Manitoba. **This part-time position begins in August 2023 and is expected to end in December 2024.**

The Art as Knowledge Mobilization project is a collaborative research project between Wilfrid Laurier University and The Manitoba Harm Reduction Network. The project uses a participatory action research framework and arts-based research methods to explore youth perspectives on the potential of youth-focused harm reduction policy and practice to remove barriers to housing and better position youth-serving organizations to prevent youth homelessness.

The project coordinator will support Dr. Wilson and the Art as Knowledge Mobilization project team in the organization and facilitation of the project. The successful candidate will be a conscientious, highly organized, collaborative, and empathetic person, keen to facilitate community-based research and support grassroots initiatives. Due to the nature of this project, the successful candidate will have experience working in community-based research settings with Black, Indigenous, and racialized (BIR) communities and will have a strong understanding of harm reduction theory and practice. The successful candidate will be knowledgeable about youth homelessness in Winnipeg, Manitoba, and Canada more broadly. The incumbent will regularly work with confidential information therefore the position requires discretion, ethical data and information management processes, and sound and ethical judgment. The project coordinator will be in regular communication with, and report to, Dr. Wilson and the project leadership team including Brianna Hunt.

Regular Hours of Work: This part time position is between 10-20 hours/week. Hours will vary dependent on project demands. Flexibility in hours will be required, including evening and/or weekend work to support the functions and events of the research project.

Rate of Pay: This position pays \$30/hour.

Accountabilities

The Research Project Coordinator will serve an integral role in supporting the multi-sectoral, interdisciplinary research team involved in the Art as Knowledge Mobilization project, through coordination and implementation.

- Communicating with study investigators, stakeholders, and collaborator organizations.
- Providing day-to-day administrative support for research project implementation including, but not limited to: coordinating meetings, drafting meeting agendas, taking meeting minutes, delegating tasks, following up on action items, keeping the research team on a timeline, managing project budgets and project deliverables, coordinating ethics review processes, supporting research-related data collection and knowledge mobilization activities, and maintaining confidential and ethical data and information collection and storage practices.
- Coordinating Research Ethics Board submission and amendments
- Facilitating the preparation of knowledge mobilization outputs from the various projects (e.g. reports, manuscripts, toolkit resources, video sharing, developing presentations, etc.)
- Drafting and developing academic and non-academic documents, reports, and communication materials.

Qualifications

Some qualifications required to successfully perform in this position are listed below, they include education, accreditation, years and type of work experience, skills, and abilities.

- Research project management or coordination experience.
- Some relevant academic or administrative experience, including grant/funding administration, and familiarity with budget management.
- Experience in community-based settings with recognition and knowledge of the sensitivities needed when working with the private information of marginalized, equity-deserving, and BIR populations.
- Excellent interpersonal, organizational, and communications skills (oral and written).
- Demonstrated ability to work and communicate with individuals from equity-deserving communities, as well as individuals from across multiple sectors and disciplines.
- Demonstrated problem-solving skills and proven ability to meet deadlines.
- Ability to work independently and collaboratively in a team environment with a willingness to learn.
- Understanding of academic research processes.
- Proficiency in Microsoft Word, Excel, and PowerPoint and comfort with videoconferencing technology such as Zoom or Microsoft Teams.

Working Conditions

Although work can be done remotely, there may be some required travelling for one-off meetings, conferences, workshops, and research-related activities.

All necessary equipment will be provided to ensure successful fulfilment of position requirements.

We are committed to equity, diversity, and inclusion, as anti-oppressive and anti-racist community work. Individuals from equity-deserving communities are strongly encouraged to apply and particular consideration will be given to Indigenous applicants and/or those with lived experience related to substance use and/or living unsheltered.

To apply: Please submit a cover letter (2 pages max) and resume (5 pages max) to Professor Ciann Wilson (ciwilson@wlu.ca) and Brianna Hunt (bri.hnt@gmail.com) by November 17, 2023. In the subject line, please enter "Project Coordinator - (your first and last name)." Please note, applications will be reviewed on a rolling basis, and interviews may start before the closing deadline.