

Job Title:	Research Network Coordinator	Incumbent:	TBD
Location:	Kahnawake, Quebec (Remote)	Position Type:	Full Time

WHO WE ARE:

The Tahatikohsontóntie' – Quebec NEIHR (Network Environment for Indigenous Health Research) is the Quebec-based network located in the Kanién'kehá:ka community of Kahnawake. It is an Indigenous health research network in capacity enhancement, community mobilization and knowledge sharing in Quebec. The intent of the Network is to provide an environment for partnering with other Indigenous communities, Indigenous-serving organizations, academic researchers, and academic and community institutions in the field of health research.

POSITION SUMMARY:

Under the direction of the Executive Director and in collaboration with the QcNEIHR team members, the Tahatikohsontóntie' – Québec NEIHR Research Network Coordinator assists the Operations team through organizational support functions, such as accounting, human resources, meeting coordination, internal communication, technical assistance and other related tasks as required.

Job Description

RESEARCH NETWORK COORDINATOR DUTIES

- Coordinate meetings, including logistics, note taking, documents distribution, and follow ups with relevant instances
- Assist with filing, revision tracking of documents, and retention schedules for files
- Make connections, provide context, or insight at meetings related to other groups, circles, or gatherings
- Coordinate event logistics, venue bookings, and transportation planning
- Assist with administrative functions and follow up tasks as required
- Assist with translation functions for the network
- Coordinate staff recruitment
- Provide direction, guidance, and leadership to new staff
- Ensure efficient operations of office space, and other logistical considerations
- Approve, monitor, and analyze the budget for NEIHR activities
- Work with McGill's Office of Sponsored Research to establish the mechanism for the Kahnawake Schools Diabetes Prevention Program (KSDPP) to access funds
- Other related duties as determined by the Executive Director

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Excellent bilingual language skills (English – French) as meetings, notes, and correspondence will need to be conducted and produced in both languages
- Knowledge and understanding of Indigenous ways of knowing, being and doing
- Knowledge of and/or interest in Indigenous health research
- Excellent oral and written communication skills
- Skills in team management, project management, research, facilitation, coordination, and budget management
- Skills in communication, and in establishing and nurturing relationships

- Organized person; attention to details
- Working Familiarity with Office 365 environment, Zoom, Asana, and other pertinent tools
- Capacity to adapt to change and delays
- At least 2 years' related experience or studies
- Applications from Indigenous persons are especially encouraged for this role

WORKING ENVIRONMENT:

Duration: 37.5 hours per week, renewable one (1) year fixed-term contract

Telecommute, with occasional in-person meetings

Moderate flexibility and overtime may be required

- Moderate productivity pressure to meet deadlines
- 4 weeks of vacation and high flexibility of hours
- Good work-life balance and compassionate work environment

SALARY

\$55,000 - \$70,000 (commensurate with education and experience)

HOW TO APPLY

Interested applications are asked to submit a **Letter of Intent, CV** and two professional or academic references (name and contact information) to the attention of Leila Qashu, Research Coordinator at rh-hr@errsagc-qcneihr.ca

Deadline for application: May 26, 2023.