



Native Women's
Association of Canada

L'Association des
femmes autochtones
du Canada

Job Posting: Red Path Research Coordinator

Reports to: Director of Health
Salary Range: \$40,000 to \$45,000
Term: Permanent
Closing Date: Open until filled
Location: Ottawa

Summary

The Research Officer will assist with project activities as part of the Walking the RED Path project, addressing HIV and HCV among Indigenous women in federal correctional facilities in Canada. The Research Officer will be responsible for assisting with project activities related to performing research and preparing project materials and reports.

This exciting opportunity aims in making a difference in the lives of Indigenous women in Canada and around the world.

General duties

The Research Officer – Walking the RED path will:

- Assist in performing research (reviewing research, literature, and reports) on health and corrections issues affecting Indigenous women, and on promising practices to address the inequities;
- Assist in the preparation of presentations, material, resources, and reports using a variety of qualitative and quantitative research methods;
- Apply a culturally relevant gender-based analysis to all project materials, resources and tools;
- Assist in developing project instruments, communications plan, monitoring and evaluation plan, and knowledge translation and dissemination;
- Assist with the collection, analysis and synthesis of data/information resulting from the project;
- Assist in ensuring agreed project deadlines are met;
- Write/edit draft surveys, questionnaires, evaluation tools and reports;
- Maintain the filing and categorizing of data and records; and
- Perform other related duties as required from time to time.

Studies and Work Experience Requirement

- Undergraduate degree in health sciences, social sciences, or related studies, or an equivalent combination of education and experience;
- Relevant experience working or volunteering with Indigenous peoples, groups, or organizations is an asset;
- Relevant experience working or volunteering with Not-for-Profit Organizations or Corporations is an asset;
- Relevant experience working or volunteering within federal, provincial and/or territorial correctional institutions is an asset;

Key Skills

- Strong writing and verbal communication skills in both plain language and academic styles;
- Strong research and analytical skills;
- Ability to follow directives;
- Ability to work independently and in a team setting;
- Ability to carry out culturally-appropriate gender-based analysis;
- Excellent interpersonal skills and communication skills;
- Ability to apply sound judgment and make decisions within the area, often on short notice;
- Ability to prioritize, multi-task and organize work effectively and under pressure;
- Ability to conduct research in cooperation and consultation with community members and project partners;
- Ability and willingness to travel;
- Full comprehension, knowledge and experience with Microsoft Office; and
- Ability to successfully complete and maintain a Policy Security Check, and security clearances required for entry into correctional institutions.

Knowledge Requirements

- Strong knowledge and understanding of Indigenous Peoples in Canada and internationally, their cultures, histories and traditions;
- Understanding and knowledge of Indigenous issues, and norms and standards relevant to promotion and protection of Indigenous women's rights;
- Knowledge and understanding of contemporary issues facing Indigenous peoples in Canada, particularly issues surrounding Indigenous women's health, and Indigenous women in the correctional system;
- Knowledge of HIV, HCV, and other STBBs in Canada;
- Familiarity and experience with knowledge translation and community engagement;
- Familiarity and understanding of the social determinants of health; and
- Bilingualism is an asset;

Please submit your resume and cover letter to:

Christèle Goupy
Human Resources
1 Nicholas Street, 9th Floor
Ottawa, ON K1N 7B7
cgoupy@nwac.ca
(Email submissions preferred).

Preference will be given to Indigenous candidates.
Only those selected for an interview will be contacted.
Interviews will be held in Ottawa or by teleconference.