

IDENTIFICATION

Department	Position Title	
Aurora College	Research Coordinator, Health, and Community	
Position Number	Community	Division/Region
91-16816	Yellowknife	Research

PURPOSE OF THE POSITION

The Research Coordinator will support the development of an applied health research program in the Northwest Territories through planning, relationship building, research, and evaluation activities.

The Research Coordinator is a critical member of the Research Division who contributes directly to the success of research studies by coordinating, conducting, and implementing research and program delivery activities. This includes providing assistance on larger projects, including administrative tasks, data collection, analysis, reporting, development of written and visual deliverables, knowledge translation, dissemination, and project communication.

SCOPE

The Research Coordinator is located in Yellowknife. The position reports to the Research Chair, Health and Community and supports community driven social science and health research at Aurora College.

The Coordinator will contribute directly to the development of a research program in northern child and family wellness by supporting a range of tasks, including administrative tasks, data collection, analysis, reporting, development of written and visual deliverables, event planning, knowledge translation, dissemination, and project communication.

The Coordinator will support collaborative work with research and program teams and across multiple worldviews and research disciplines within the NWT research landscape. They will play a central role in ensuring research, event, and project communications are professional, welcoming, and positive. The Coordinator will be responsible for understanding and following research ethics and Indigenous Knowledge protocols when working with human participants in research projects.

This position requires the Coordinator to work independently and with project and program teams to complete multiple deliverables with firm deadlines. The Coordinator will be required to exercise good judgment in determining how best to meet work priorities and objectives. The Coordinator will work with other divisions of Aurora College as needed, including working with the Finance department to complete administrative tasks according to College procedures.

The Coordinator must work within the context of Aurora College programs, policies, and procedures; Aurora College strategic and business plans; the Collective Agreement; and various other standards, guidelines, and agreements. The Coordinator is a representative of the College and therefore plays a critical role in creating and promoting a positive image for the College and for research throughout the NWT and beyond.

RESPONSIBILITIES

1. Coordinate and collaborate on research and program delivery activities in communities across the Territory.

- Collaborate with project partners to design and develop all stages of research and evaluation projects and programming;
- Work with partners to develop NWT-focused research and program deliveries;
- Create and monitor project or program workplans and budgets;
- Seek potential funding opportunities and support the development of funding applications;
- Communicate research results to diverse audiences, including academics, partners, funders, college staff, students and community members.
- Keep informed of relevant health and social science research organizations, events, and innovations within the NWT and the Canadian North;
- Share advice, experience, and expertise on conducting community based health and social science research in a northern context.

2. Provide research assistance on specific projects, both independently and under the guidance of the Research Chair, Health and Community.

- Collect data using multiple methods, including literature reviews, internet and grey literature searches, interviews, focus groups, surveys, and other methods, as needed;
- Take responsibility for participant recruitment, safeguard confidentiality of data and participant information, adhere to data security and storage procedures;
- Record, organize, categorize, and summarize data using multiple strategies, research methods, and tools, including software and web applications;
- Prepare written reports, summaries, presentations, and submissions for funders, research partners, College leadership, policymakers, etc.
- Participate in knowledge dissemination activities at community-, territorial-, national-, and international-levels.
- Innovate processes and practices for community driven health and social science research at Aurora College;

3. Participate in communications, outreach, and education initiatives to build positive relationships between Research Division of Aurora College, project teams, and NWT community members.

- Build and nurture working relationships with diverse individuals, groups, and organizations;
- Design and implement activities/programming for schools, youth, camps, organizations, and community groups based on subject area expertise or research topic;
- Participate in relevant local events, meetings, gatherings, activities, etc. as a representative of the Research Division;
- Collaborate with local stakeholders, organizations, community members, and others on activities and events that encourage engagement with social and health sciences and research, knowledge transfer, and capacity building.

4. Provide operational and administrative support to the Research Chair, Health and Community.

- Provide various levels of support on multiple projects, including administrative processes, research and program activities, project communications, and other duties, as needed;
- Attend regular meetings, prepare meeting agendas and minutes, track and monitor project progress, document and record project and program processes and activities;
- Respond to email and information requests, and communicate clearly and professionally about research projects and programs in multiple channels and to diverse audiences, including: community members, partners, research participants, local organizations, researchers, and funders.

WORKING CONDITIONS

Physical Demands

Most work will be performed in a traditional office environment.

During research, engagement, outreach, or education sessions the Research Coordinator may be required to transport supplies and assist with the set-up of meeting locations. This may involve lifting and moving heavy materials and awkwardly shaped items up to 30lbs on occasion.

Environmental Conditions

Incumbent is subject to normal office settings but may be required to conduct research in diverse community settings.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel to other offices, college locations, conferences, or other locations by road or small aircraft may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated experience with and training in research methods, theories, procedures, and standards;
- Demonstrated experience in research and/or evaluation project design and coordination;
- Experience with community based, participatory, and/or Indigenous research or programming;
- Knowledge of northern history and cultures;
- Skill and ability to work effectively across cultures and worldviews;
- Superior written skills, editorial ability, and familiarity with academic and plain language writing;
- Strong presentation and verbal communication skills, with the ability to facilitate meetings, workshops and presentations;
- Strong analytical skills;
- Ability to work under pressure and to meet deadlines and work on multiple projects simultaneously;
- Ability to work both as a member of a team and independently, as required;
- Comfort with working with a wide range of computer software;
- Self-motivated with the ability to take on new challenges.

Typically, the above qualifications would be attained by:

- A Bachelor's degree in Social Science, Humanities, Indigenous Studies, Health Sciences.
- Training and/or experience in research or evaluation.
- 3 years of experience working in an academic or community research environment.
- Some experience with community based research or programs, especially in a northern setting.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred