

POSITION: Research Coordinator
DEPARTMENT: James R. Johnston Chair, Black Canadian Studies
RESEARCH PROJECT: Black Queer and Trans Determinants of Health (BQTDH): A Mixed Method, Intersectional Approach to Understanding the Health Experiences of Black Queer and Trans Population in Nova Scotia
LOCATION: Hybrid – based in Nova Scotia
REPORTS TO: Dr. OmiSoore Dryden
CLASSIFICATION: Grant Paid

PURPOSE AND SCOPE:

Black Queer and Trans Determinants of Health (BQTDH): A Mixed Method, Intersectional Approach to Understanding the Health Experiences of Black Queer and Trans Population in Nova Scotia will generate an understanding of the health experiences of Black queer and trans communities in Nova Scotia and identify, develop and disseminate inclusive and culturally appropriate interventions for providers. This project uses an intersectional lens as well as inter- and transdisciplinary approaches to centre the experiences of Black queer and trans populations as a whole within health care and public health systems.

The Research Coordinator (RC) will report to the Nominating Principal Applicant. The RC provides both a wide and deep cross-range of support to the research team. This includes managing operations and budgeting and providing project coordination and support for this project. The RC operates with an exceptional level of professionalism, confidentiality, efficiency, accuracy, and knowledge of priorities and risks, and will support overall project success factors and accountability. Highly self-sufficient and independent, the RC must exercise sound judgement, prioritization, and decision-making skills. The RC is also responsible for planning, organizing, and executing the effective operation of the project, project administration, project reporting, event planning, including budget management, information, and records management.

DURATION OF CONTRACT: 1 year

EMPLOYMENT TYPE: Part time, 15 hours/week

PAY RATE: \$28/hour

KEY RESPONSIBILITIES:

- Perform the function of a Research Coordinator by maintaining the project standards and procedures for research projects and strategic initiatives, as well as tracking and reporting on the overall status of project activity.

- Oversee project and perform various project duties including scheduling, documentation, resource management, budgeting, project reporting and payroll processing for the research assistants; coordinate and participate in team meetings.
- Oversee the work of the Project Team, which includes 4 Research Assistants.
- Act as the primary project representative and liaison with various stakeholders, including Co-Applicants, Primary Knowledge Users, Knowledge Users, and Collaborators, and research participants
- Develop a Work Plan to guide project activities and work with the project team and partners to ensure all project deliverables are completed and milestones are met; organize, communicate, and evaluate team objectives and progress of project.
- Communicate with community members and/or participants; develop and maintain good community engagement and relationship-building.
- Provide leadership in developing project-related documents, which may include marketing and promotional materials, social media campaign messaging, key messages and media materials, participant surveys and interview guides, workshops, and community presentations.
- Manage project communications, including reporting and identifying and carrying out knowledge translation opportunities and activities.
- Assist in the preparation of production of reports, manuscripts, workshops, and presentations.
- Conduct internal and external research for data sharing opportunities; apprise project team of findings and recommendations regarding needs of stakeholders (e.g. community members, potential partner organizations) identified, data identified, best methods to share data. Synthesize data in language appropriate to audience.

JOB SPECIFICATIONS:

Education:

- Graduate degree in health, health policy, public health, Black Studies, or social sciences with experience managing institutional and/or community tables, as well as experience working with organizations and communities of African descent (or equivalent professional and lived experiences) are required.
- An equivalent combination of training and experience would be considered.

Experience:

- Direct and/or lived experience with African Nova Scotian, Afro-Indigenous, African, Caribbean, and/or Black communities.
- Experience with the practice and understanding of equity, diversity, inclusion, anti-racism, anti-colonialism, anti-discrimination and other related issues at a systems level, including their intersectionality with other social determinants of health is required.
- Proven experience of community engagement/volunteer work is strongly preferred.

- Experience providing project, research and/or program support with proven research, analytical and project coordination skills.
- Excellent project management and research skills, as well as experience managing staff, budgets and other project resources is required.
- Proven expertise/experience in Critical Race Theory, mixed methods research, research design, and policy analysis is required.
- Experience with NVivo and SPSS or SAS is an asset.
- Strong financial and personnel acumen with demonstrated knowledge of budgeting and operations management.
- Advanced virtual meeting platform skills are required.
- Strong interpersonal and communication skills are required, fluency in a second language considered an asset.
- Advanced knowledge of Microsoft Office 365 (Word, Excel, PowerPoint, Access, MS Project) is required.

Core and Leadership Competencies Required:

- Adaptability
- Anti-Racism and Equity
- Communication
- Integrity
- Relationship Building
- Respect and Inclusion
- Resources and Process Management
- Service

External:

The Research Coordinator maintains respectful and positive relationships with a diverse group of community members and/or organizations as well as contacts in other regional and national institutions including universities, government, private sector organizations, and professional associations.

To apply:

Please submit the following to JRJadmin@dal.ca with the subject line **Research Coordinator Application RNS – YOUR NAME**

- Resume or CV
- Cover letter

To be considered for this position, individuals must self-identify as African Nova Scotian, Black Nova Scotian, Afro-Indigenous, African, Caribbean, and/or Black and clearly state this in their application.