

# JOIN THE NWAC TEAM

## Knowledge Translation Coordinator



Native Women's  
Association of Canada

L'Association des  
femmes autochtones  
du Canada

**Job Posting: Knowledge Translation Coordinator; Walking the RED Path (HIV/HCV Initiative)**

**Reports to:** Director of Health  
**Salary Range:** \$37,500 to \$45,000  
**Term:** Permanent  
**Closing Date:** Open until filled  
**Location:** Ottawa

### Summary

The Knowledge Translation Coordinator 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 Knowledge Translation Coordinator will be responsible for community engagement, knowledge translation, and assisting with project activities.

### General duties

The Knowledge Translation Coordinator – Walking the RED path will:

- Complete knowledge translation and research dissemination for the project with community, partners, policy-makers, and general public;
- Develop various knowledge translation materials including website content, social media, reports, policy briefs, and plain language summaries;
- Develop and coordinate knowledge translation strategy;
- Create and distribute knowledge translation packages to appropriate stakeholders and interested parties;
- Coordinate communications, media strategies and events;
- Work with project staff to track, monitor and report on all knowledge translation activities;
- Liaise with community members and key partners to strengthen connections, share information, and create opportunities for partnership;
- Assist in completion of project activities;
- Travel to project locations when required;
- 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;
- Ability to work in a team;
- Strong interpersonal and communication 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
- 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;
- Full comprehension, knowledge and experience with Microsoft Office;
- Ability and Willingness to travel; and
- Will be required 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;
- Familiarity and experience with knowledge translation and community engagement;
- Knowledge and understanding of contemporary issues facing Indigenous peoples in Canada, particularly issues surrounding Indigenous women's health, and Indigenous women and the correctional system;
- Knowledge of HIV, HCV, and other STBBs in Canada;
- 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.*