



Eastern Office:
113 - 154 Willowdale Drive
Dartmouth, NS
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Head Office:
P.O. Box 2978
Fort Qu'Appelle, SK
S0G 1S0

Job Posting: Indigenous Research Data Coordinator

CAAN Communities, Alliances and Networks (CAAN) is a national non-profit Indigenous organization dedicated to responding to HIV/AIDS, HCV, STBBI, TB and related mental health, aging and comorbidities. Established in 1997, CAAN is a key voice for Indigenous People living with and/or affected by HIV and HCV. We deliver programming and engage in research with Indigenous peoples and communities across Canada and internationally. We are strategically positioned as a national voice for our membership with staff working from coast to coast, our head office is in Treaty Four territory, Fort Qu'Appelle SK, and our Eastern office is in Mi'kmaq territory in Dartmouth, NS.

Our initiatives are undertaken in service to Indigenous Peoples wherever they reside in what is known as Canada. As a membership driven organization, we prioritize the diverse needs of community members with living experience of HIV and/or HCV and work closely with local and provincial Indigenous organizations. CAAN's mandate includes the provision of up-to-date information on HIV and HCV related issues, resources, programming, policy and research. Our Research Unit was formalized in 2005 and we lead research initiatives with an emphasis on Community-based and Indigenous research frameworks.

Location: In office or remotely based on location

Employment type: Full time until March 31, 2023 with possibility of extension pending funding

Job Salary: range of \$55,000 to \$60,000 /yr + health benefits based on experience

Reporting to: CAAN Director of Research and Executive Management Team

POSITION DESCRIPTION

The Indigenous Research Data Coordinator will work with CAAN to develop a robust research data management framework informed by Indigenous ways of knowing and doing and principles of Indigenous data sovereignty. Procedures and processes will be developed for Indigenous data management, analysis, knowledge mobilization and security. A key outcome will be CAAN's own protocol(s) for data stewardship as well as plans to facilitate access to said data sets outside the organization.

As a focal point, the position will initiate work specifically with the *I'm Ready* Indigenous respondents' data set – available through a partnership with REACH Nexus and the MAP Centre

for Urban Health Solutions at St. Michael's Hospital. This will serve as 'case study' for the development of CAAN's policies and partnerships.

Reporting regularly to the CAAN Director of Research and as needed to the CAAN Executive Management Team, the Indigenous Research Data Coordinator is responsible for carrying out the duties found within this job description. In support of the project and this position, guidance will be provided by the "Indigenous Guiding Council", REACH Nexus and CAAN collectively.

DUTIES

- Contribute to the development of the Indigenous Guiding Council to advise on the work.
- Create standards for data administration, sharing and stewardship policies for CAAN staff to follow.
- Identify a process for Data Security.
- Create and help build a process for Data Access internally and externally.
- Create and lead a process for CAAN to engage in data analysis with an emphasis on strengths-based analysis and balanced messaging.
- Create knowledge mobilization and community-accessible data products.
- Identify and train CAAN staff on Data Software such as Qualtrics, Microsoft Excel and Microsoft Access.
- Providing and present research findings to internal or external teams which support cultural safety for Indigenous peoples and align with the values and polices of CAAN.
- Creating Infographics/Data visualization processes and resources.
- Engage with Guiding Council to support the engagement / use / sharing of data and discuss context in relation to the data.

QUALIFICATIONS & CONSIDERATIONS

- Bachelor's Degree with 4+ years relevant experience in data management and analysis, experience with Indigenous research is an asset.
- Possess a strong background, knowledge, and experience of Indigenous organizations, communities, and traditions.
- Strong quantitative research / analytical skills with the ability to collect, organize and analyze significant amounts of data and information.
- Experience working with Community Research Associates is an asset.
- Possess a superior level of computer literacy, especially Microsoft 365 suite of applications, and web-based applications including search engines and tools.
- Ability to be work independently and able to work on teams cross-functionally.
- Ability to organize, prioritize and follow through with important projects.
- Strong attention to detail.
- Exceptional written and oral communication skills for diverse audiences.
- Ability to problem-solve with a track record of producing results.
- Exceptional time management skills.

- Ability to present complex information in a simplified way to various audiences.

To apply: Please email resume and cover letter in PDF format to info@caan.ca. Please address the cover letter to Margaret Kisikaw Piyesis, CEO and include one personal reference and one former employer reference within your resume. No phone calls please; **Applications without a cover letter will not be reviewed.** Only those selected for an interview will be contacted.

Based on the Section 16(1) of the Canadian Human Rights Act CHRA Everyone is encouraged to apply, however, Indigenous people with living experience of HIV will be given preference.

Application Deadline: August 12, 2022