



AHA Centre Resource Development Assistant PART-TIME CONTRACT POSITION

The AHA Centre 2.0, a project of CAAN: Communities, Alliances & Networks, is looking for an energetic, engaged, and enthusiastic Resource Development Assistant to join our team! The AHA Centre is a collaboration of Indigenous and allied community-based researchers from across Canada. We envision a network of institutions, communities and individuals working together for excellence in community-based research, culturally responsive approaches, and action-oriented solutions to HIV and AIDS affecting First Nations, Inuit and Métis Peoples in Canada.

Location: In office (Fort Qu'Appelle, SK or Cole Harbour, NS) or remotely, based on location

Employment type: Parttime contract until June 30, 2023

Job Salary: Competitive – to be confirmed based on experience

Reporting to: AHA Centre Community-Based Research Managers

The AHA Centre's Resource Development Assistant will be responsible for drafting resources for the AHA Centre's diverse community including, but not limited to Indigenous People Living with HIV, our academic and research community partners, and CAAN membership, for example. Resource development will be guided by the AHA Centre's strategic and Communications Plans. Specific activities required of this position include the following:

RESOURCE DEVELOPMENT:

- Working with the Community-Based Research Managers to draft and develop resources (slide decks, information sheets, videos, and webinars for example) for the AHA Centre.
- Support the bi-monthly Community of Practice Sessions co-hosted by the AHA Centre and REACH and /or webinars for the AHA Centre.
- Co-ordination of the Indigenous Ways of Knowing and Doing Speakers Series.
- Co-ordination of the Indigenous Community Based Research Journal Club.

ADMINISTRATIVE DUTIES:

- Supporting successful implementation of all workplan-related and administrative tasks and activities consistent with the AHA Centre's objectives.
- Responsible for supporting the administration, preparation and distribution of reports, briefs, and all other types of internal and external documents and correspondence, including central records.
- Maintaining the AHA Centre's Share Point filing system.
- Working with the AHA Centre's Evaluators to ensure data collection needs are met.
- Managing logistics for AHA Centre meetings (Governing Council, NARAC, operations team, committees, etc.) and events overall.
- Provide administrative support to the Community Engagement Fund program.

QUALIFICATIONS & CONSIDERATIONS

The successful candidate must meet these fundamental requirements:

- Experience with resource development for community-based organizations is considered an asset.
- Strong Community-Based Research skills and knowledge.
- Demonstrated understanding of cultural safety and two-eyed seeing, and experience working with diverse communities.
- Experience working in community-based health research (or other suitable participatory methodology) with Indigenous peoples.
- Knowledge of the Indigenous HIV and AIDS epidemic, HCV and STBBI in Canada and related social/health concerns.
- Excellent written and oral communication skills (ability to speak French or an Indigenous language is an asset).
- Ability to communicate effectively over distance using Office 365 and related communications tools.
- Excellent organization and time-management skills.
- Video editing skills considered an asset.
- Demonstrated ability to work as part of a team and independently.

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: open until filled