



POSITION: Research Assistant – Post-secondary
LOCATION: Remote
REPORTS TO: Program Manager
CLASSIFICATION: Grant Paid
POSTING CLOSE DATE: May 19, 2023 by 11:59PM ET

WHO WE ARE

The Black Health Education Collaborative is a community of scholars and practitioners committed to improving Black health through education and research. Our mission is to address anti-Black racism and the interlocking systems that impact the health and wellbeing of Black communities across Canada. We understand Black health and Black life as intricately connected to the places and spaces in which we live, work, love, play, worship, and resist. We draw on long histories of community and academic scholarship and resistance from Black, critical race theory, queer, feminist, anti/decolonial traditions.

WHAT YOU'LL BE DOING

The Research Assistant (RA) will report to the Program Manager. The RA provides a wide range of support to the team. The RA operates with an exceptional level of professionalism, confidentiality, efficiency, accuracy, and knowledge of priorities and risks, and will support overall project and organizational success.

DURATION OF CONTRACT: 8 weeks

START DATE: June 5, 2023

EMPLOYMENT TYPE: Seasonal, full-time, 35 hours/week

PAY RATE: \$23/hour

KEY RESPONSIBILITIES:

- Lead literature searches on topics related to anti-Black racism as a determinant of health.
- Conduct research for data sharing and partnership opportunities in collaboration with research team; apprise project team of findings and recommendations regarding needs of stakeholders (e.g. community members, potential partner organizations).
- Assist in developing, writing, editing, and reviewing educational modules relating to anti-Black racism and health for healthcare trainees including reviewing and testing the platform.
- Provide direct support for research projects as needed by performing various project duties including scheduling, documenting, researching and providing advice and guidance on project issues; work closely with project teams.
- Support with drafting funding and ethics applications; analyzing data; reviewing and integrating feedback, seeking information and clarification as required.
- Plan and coordinate events related to strategic initiatives.
- Research and recommend participants, speakers, activities for research-related events.

- Support project communications, including reporting, identifying, and carrying out knowledge translation opportunities and activities.
- Attend monthly staff meetings, external meetings as appropriate, taking minutes, and presenting progress updates of projects.
- Assist in the preparation of reports, manuscripts, workshops, presentations, marketing and promotional materials, social media posts, website content, and other knowledge translation products.
- Perform other related tasks and provide research support as directed.

JOB SPECIFICATIONS:

Education:

- Strong preference for background in health, health policy, public health, medicine, Black Studies, or social sciences.
- Background and/or combined experience with financial, business and/or legal knowledge is an asset.

Experience:

- Direct and/or lived experience with African Nova Scotian, Afro-Indigenous, African, Caribbean, and/or Black communities.
- Experience of community engagement/volunteer work is strongly preferred.
- Experience with academic and non-academic writing (e.g. supporting course/content development) is strongly preferred.
- Experience with the practice and understanding of equity, diversity, inclusion, anti-racism, anti-oppression, anti-colonialism, anti-discrimination and other related issues at a systems level, including their intersectionality with other social determinants of health is preferred.
- Experience providing project, research and/or program support with proven research and analytical skills is an asset.
- Experience with NVivo and SPSS or SAS is an asset.
- Excellent time management and communication skills are required.
- Fluency in a second language considered an asset.
- Advanced knowledge of Google Workspace and Microsoft Office 365 is required.

External:

The Research Assistant maintains respectful and positive relationships with a diverse group of community members and/or organizations as well as external contacts.

To apply:

- Submit your resume and cover letter
- By email to: info@bhec.ca
- With subject line: Research Assistant (CSJ #4266962) – [Your First and Last Name]

Please note that this posting is restricted to candidates who 1) are between the ages of 15 and 30 on the start date of employment; and 2) self-identify as African Nova Scotian, Afro-Indigenous, African, Caribbean, and/or Black. **In order to be considered for the position, candidates are requested to self-identify through their cover letters.**