



Research Coordinator – Black Health Education Collaborative

Location: Remote-based in Toronto, Ontario or Halifax, Nova Scotia

Job Summary and Key Responsibilities

Area of research: Anti-Black racism, Community Health, and Health Professions Education

The Black Health Education Collaborative is 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 well-being of Black communities across Canada through transforming medical and health education. 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, and anti/decolonial traditions.

Reporting directly to the Director of the Black Health Education Collaborative, the Research Coordinator develops and implements a community-driven approach to education and research on Black health and anti-Black racism for students, faculty, and practitioners (clinical and non-clinical) in medicine, public health and other health disciplines. Our ideal candidate is someone who cares deeply about disrupting anti-Black racism and eliminating health inequities experienced by Black communities. The Research Coordinator works collaboratively with other BHEC staff at Dalhousie University and the University of Toronto and with BHEC members in institutions across Canada.

Description of duties:

- Responsible for managing the daily operations of multiple research projects, ensuring that all aspects of project protocol are adhered to.
- Applies specialized knowledge to initiate, design, develop, coordinate, and manage all aspects of major research projects across multiple sites.
- Develops collaborations and partnerships with research user groups
- Conduct and participate in all aspects of research to support the goals of BHEC, particularly research on anti-racism education, anti-racism pedagogy and anti-Black racism and health
- Lead the implementation of projects and activities that support the goals and priorities of BHEC
- Work collaboratively with internal and external working and advisory groups to deliver on BHEC priorities
- Develop and sustain working relationships with external partners, including but not limited to Black-led community-based organizations, scholars and practitioners in medicine, public health, and other health disciplines
- Support grant and research writing
- Develop interdisciplinary, inter-institutional, and inter-sectoral research collaborations.
- Troubleshoot problems at all project development and implementation stages and assist with modifying protocols or project procedures to address challenges.
- Perform both quantitative and qualitative analyses of research data. Interview project participants.
- Oversee the design of databases, data collection forms, error-checking methods, and related programs for the collection, analysis, and reporting.

- Write sections of scientific papers, funding proposals, and abstracts. Develop estimates of time and resources for research projects.
- Use statistical software to analyze data and interpret results. Write data management and operations documentation for projects.
- Liaise between the project centre and remote project sites and personnel.
- Ensure that the relevant research methodology is applied, and all research material is handled under established protocols, policies, and procedures.
- Develop presentations and present information and training sessions to project personnel and participants.
- Keep project participants informed of project progress through regular reports and newsletters.
- Performs other duties as required or assigned by the Dal co-lead and/or BHEC Director and Program Manager

Qualifications/Requirements of Position:

- Undergraduate or Master's degree in social sciences, education, health studies, or public health (or related degree)
- Minimum three years of experience engaging in qualitative research
- Self-identify as having lived experience as an African, Caribbean and/or Black individual
- Ability to communicate findings to a wide range of people
- Superior organizational and time-management skills with the ability to adjust to changing priorities
- Ability to work both independently and as part of a team with a variety of individuals
- Proficiency in statistical software, including NVivo
- Willingness to travel across Canada

Pay rate: \$29 - \$35 per hour

Submission Information:

All individuals interested in this position must submit the following to rosie.mensah@utoronto.ca with the subject line **Research Coordinator Application - YOUR NAME:**

- Resume or CV
- Cover letter

Expected Start Date: February 2023

Close Date: February 6th, 2023

Term of contract: Part-time, up to 30 hours per week for six months with the possibility of extension

This is a part-time Research Coordinator position. Recognizing that the needs of the employee's research and training and the needs of the supervisor's research program may require flexibility in the performance of the employee's duties and hours of work (evening and/or weekend work may be required).

Job descriptions only include some duties that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed.