



Feast Centre for Indigenous STBBI Research  
Centre du festin traditionnel de recherche autochtone sur les ITSS

## **We are hiring!**

### **Highlights of the role of Research Coordinator**

The Feast Centre for Indigenous STBBI Research has a number of projects underway that aim to improve the lives of Indigenous people living with Sexually Transmitted or Blood-borne Infections (STBBI) as well as prevent the incidence of STBBIs in Indigenous communities using Indigenous Knowledge as our guiding framework.

The Feast Centre team is a national research project with 50+ members from across Canada that are a diverse group of researchers, community activists, and Indigenous peoples with lived experience of STBBI involved in Indigenous STBBI research. A Council of eight Elders from across Canada has been assembled and advises our team on all activities. Members of the Council participate on various committees and advise the Feast Centre leadership team as well as staff members.

The Feast Centre offers a number of awards internally that are available to our national team as well as research and training opportunities that target the breadth of the Indigenous STBBI research community.

The Research Coordinator for the Feast Centre for Indigenous STBBI Research should have a significant understanding of Indigenous knowledges and Indigenous research methodologies in the context of STBBI research. The Research Coordinator will support the following activities:

- Coordinate project-specific committee meetings;
- Plan/coordinate Indigenous land-based summer research institute;
- Coordinate management of yearly Feast Centre research awards and scholarships;
- Provide ongoing and timely support to award recipients;
- Assist with the development of various online learning resources, i.e., webinars, podcasts;
- Assist with developing/managing content for website and social media including a newsletter;
- Engage with broader Feast Centre team to strengthen national network;
- Present at meetings, seminars and conferences.

Please review the full job posting attached and follow the instructions on how to apply.

If you have any questions about this posting, please reach out to the Feast Centre team at [feastapp@mcmaster.ca](mailto:feastapp@mcmaster.ca).

We look forward to hearing from you.



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**Feast Centre for Indigenous STBBI Research - Research Coordinator (II)**

**Location:** McMaster University, Hamilton, ON

**Status:** Full time employment

**Background**

The Feast Centre for Indigenous STBBI Research is a five-year, cross-Canada initiative that aims to support the development of community and academic scholars and scholarship grounded in Indigenous knowledges, decolonizing approaches, and community-based research to holistically support Sexually Transmitted Blood-borne infection (STBBI) research with Indigenous communities. This project joins key stakeholders (community, research and policy) to advance Indigenous research, programs and services in several key strategic areas related to STBBI research, prevention and care.

Grounded in a multi-conceptual framework (i.e., Indigenous and decolonizing methodologies, community-based research approaches and a strengths-based approach) the following activities will be pursued by the Feast Centre:

- Supporting the use of Indigenous knowledges in the community-led development of Indigenous approaches to the prevention and care of STBBIs;
- Supporting the development of implementation science approaches across all research areas in ways that seek to improve equitable access to culturally relevant STBBI prevention, testing, screening, diagnosis, treatment and care;
- Supporting early to late career scholars by providing support for their critical and theoretical scholarship;
- Establishing work/study programs for Indigenous students at all levels, including undergraduate, graduate and post-graduate research;
- Supporting the meaningful inclusion of community in all Feast Centre training opportunities, but principally, in our community fellowship program;
- Supporting publications development via writing retreats;
- Partnering with Communities, Alliances and Networks (CAAN) in the biannual Wise Practices Indigenous STBBI Community-based Research conference;
- Producing an edited monograph focused on Indigenous methodology/methods in the context of Indigenous STBBI research; and
- Supporting the development of culturally grounded and innovative knowledge translation products.

Reporting to the Centre National Director, the work of the Research Coordinator will be guided and supported by the Feast Centre Co-Leads (Jackson and Masching), the Operations Team, Governing Council, Council of Elders, and in thorough consultation with affiliated research centres. Feast Centre staff will be expected to work at McMaster University. Although working knowledge of other languages (e.g., French and/or an Indigenous language, etc.) is desired, the primary working language of the Feast Centre for Indigenous STBBI Research is English.

**Job Summary:**

The Research Coordinator (II) is responsible for applying specialized knowledge to initiate, implement, manage, and coordinate moderate to large research projects.

**Purpose and Key Functions:**

- Apply specialized knowledge of Indigenous research and dissemination methodologies.
- Design promotional strategies and related materials to encourage participation and support for research projects.
- Support the development and delivery of webinars focused on Indigenous STBBI research.
- Posting to and management of social media.
- Coordinate management of yearly research awards and scholarships.
- Provide ongoing and timely support to award recipients.
- Facilitate focus group sessions with project participants.
- Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
- Write sections of scientific papers, funding proposals, grants, and abstracts.
- Coordinate the activities of research staff and resources to ensure that projects progress in accordance with predetermined timelines.
- Develop estimates of time and resources for research projects.
- Ensure that relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Develop presentations and present information and training sessions to project personnel and project participants.
- Present at meetings, seminars, and conferences.
- Keep project participants informed of project progress through regular reports and newsletters.
- Implement and maintain research project budgets. Create financial projections and make adjustments to research project budgets throughout the fiscal year.
- Conduct literature searches.

**Supervision:**

Provide lead hand supervision and is responsible for the quality and quantity of work of others.  
Provide orientation and show procedures to others.

**Requirements:**

Bachelor's degree in a relevant field of study.

Requires 5 years of relevant experience.

**Assets:**

- Skills and experience managing social media and developing and delivering on-line events like webinars.
- Significant understanding of Indigenous knowledges and Indigenous research methodologies, implementation and program sciences, Indigenous evaluation and strengths-based approaches in research.
- Knowledge of GIPA/MEPA/ and MEWA principles that emphasize active engagement, leadership, collaboration and training of Indigenous people living with and at risk of STBBI.
- A bachelor's degree in a relevant field (e.g. Indigenous Studies, Social Sciences, Health Sciences, Public Health, etc.) preferred and/or five years community-based research coordination experience with an emphasis on Indigenous methodologies, community health and/or social determinants of health.

- Knowledge and/or lived experience of HIV and AIDS and HCV prevention, care, treatment and support, in Canada and related social and health concerns.
- Experience and/or knowledge of HIV and AIDS, HCV, STBBI research.
- A personal and professional ethical framework which appreciates, honours and centres diverse lived experiences and identities, including those of sex workers, injection drug users, street-involved people, prison-involved people, and two-spirit/gay/lesbian/bisexual/trans/non-binary/queer people.
- Ability to travel.
- Excellent leadership and supervisory skills.
- Knowledge and experience operationalizing Indigenous principles of community engagement.
- Experience in designing presentations and public speaking at events such as conferences.
- Significant understanding of Indigenous knowledges and Indigenous research methodologies.
- Exceptional administrative skills to support and document all research related activities and contribute to Feast reporting.
- Excellent relationship building and conflict resolution skills with an ability to interact and work effectively with both community and academic organizations;
- Excellent verbal and written communication skills (ability to speak French or an Indigenous language is considered to be an asset);
- Strong knowledge and demonstrated skills in qualitative and quantitative research methods;
- Confident working in a fast-paced multidisciplinary environment;
- Maintain excellent organizational skills and ability to multitask;
- Possess and apply excellent problem-solving skills.
- Ability to teach, supervise and provide research advice;
- Demonstrated ability to work independently and as part of a team;
- Maintain excellent organizational skills and the ability to multi-task;
- Demonstrate an ability to learn and be self-directed;
- Operate with a strong work ethic and maintain professionalism;
- Sound ability to plan and work virtually to engage with all national partners and stakeholders;
- Solid ability to maintain accurate and detailed documentation for all research meetings, decision-making processes and activities to document progress and impact within Feast as a whole;
- Strong ability to analyze and transfer research information into accessible language and knowledge of effective dissemination strategies;
- Ability to engage various service providers (e.g. translation, printing, hotels, etc.) to support outputs and activities.

**To apply:** Please send your completed application (including cover letter, CV and one example of a sole-authored publication, report or paper) to the Feast Centre at [feastapp@mcmaster.ca](mailto:feastapp@mcmaster.ca) by April 21, 2022. Please identify that you are applying for the Research Coordinator position in the heading. Late applications will not be accepted. See also:

[https://careers.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=1001&JobOpeningId=44561&PostingSeq=1](https://careers.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1001&JobOpeningId=44561&PostingSeq=1)

We would like to thank you very much for your interest in the work of the Feast Centre for Indigenous STBBI Research, however only candidates selected for an interview will be contacted.

**We strongly encourage and support applications from Indigenous (First Nations, Inuit or Métis) peoples and people living with HIV or other STBBI.**