



AHA Centre Communications 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 Communications 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 and STBBI 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: Part time 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 Communications Assistant will be responsible for managing communications for the AHA Centre and will be guided by the AHA Centre's strategic and Communications Plans. Specific activities required of this position include the following:

COMMUNICATIONS:

- Correspondence with AHA Centre stakeholders and community via diverse mediums some of which include:
 - Managing and maintaining the AHA Centre's website (hosted on Weebly).
 - Working with staff at CAAN to ensure that the AHA Centre's presence on CAAN's website is complete and up to date.
 - Overseeing the AHA Centre's social media accounts.
 - Compiling content for and drafting the AHA Centre's Newsblast.
 - Communicating with the AHA Centre team, via our list serve.
- Contributing to the AHA Centre's meetings and direction-setting.
- Supporting the *Journal of Indigenous HIV Research* publication schedule, including communicating with authors, peer reviewers and translators on an as needed basis.
- 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 objectives.
- Responsible for supporting the administration, preparation and distribution of reports, newsletters, social media posts, briefs, and all other types of internal and external documents and correspondence, including central records.
- Maintaining AHA Centre Share Point filing system.
- Working with AHA Centre Evaluators to ensure data collection needs are met.

- Managing logistics for AHA Centre meetings (Governing Council, NARAC, operations team, committees, etc.) and events overall.

QUALIFICATIONS & CONSIDERATIONS

The successful candidate must meet these fundamental requirements:

- Experience with and understanding of communicating via social media, on-line databases and web design and maintenance. Knowledge and experience with Weebly is considered an asset.
- Experience working in community-based health research (or other suitable participatory methodology) with Indigenous peoples.
- Community-Based Research skills and knowledge.
- Demonstrated understanding of cultural safety and two-eyed seeing, and experience working with diverse communities.
- Knowledge of the Indigenous HIV and AIDS epidemic in Canada and related social/health concerns.
- Excellent verbal and written 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.
- 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, HCV or STBBI will be given preference.

Application Deadline: open until filled