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Job Posting

Opioid Research Communications and Project Liaison

The Chiefs of Ontario (COO) is looking for a qualified and motivated individual for the position of **Opioid Research Communications and Project Liaison** for the Opioid Use and Related Harms research project. The incumbent will work in close collaboration with the Chiefs of Ontario, the Ontario Drug Policy Research Network, participating First Nations communities, and various working groups involved in this program of research. This position will offer the successful applicant a challenging and rewarding opportunity to engage and support community members in First Nations research, create reports and knowledge translation materials, and assist in research dissemination strategies by engaging with First Nations leadership, health care providers, and diverse external stakeholders.

Location: Toronto, Ontario, with the opportunity to work from home virtual office. Travel to the COO office or communities may be required for team meetings (pandemic restrictions permitting).

Duties and Responsibilities:

- Develop a knowledge translation and dissemination strategy to communicate research findings to First Nations leadership, health care providers, and communities.
- With guidance from the project team, lead the recruitment and ongoing engagement of people with lived or living experience with opioids to form an advisory committee for the Opioid Use and Related Harms project.
- Build positive, meaningful relationships with external partners and carry out stakeholder engagement activities.
- Coordinate meetings for research partners and related committees; prepare minutes, agendas, and other supporting materials as needed.
- Create a variety of communications products which respectfully integrate First Nation knowledge, ways of knowing, stories, and lived experience, in collaboration with project partners. These may include tools such as infographics, reports, research summaries, slide decks, videos, social media posts, and other data visualization materials.
- Facilitate collaborations with community members in compiling and sharing findings of research projects. Assist research teams in incorporating community input into research deliverables.
- Write briefing materials, reports, and memos to inform and/or request approval from the Chiefs of Ontario. Assist with presentations at First Nations events, such as the annual Chiefs of Ontario Health Forum, PTO/IFN meetings, or Leadership Assemblies.
- Consistently demonstrate courteous, cooperative, and helpful behaviour to all contacts, internal and external

Relevant Skills:

- Education: Minimum post-secondary degree in a related field (e.g., communications, public relations, health sciences, social sciences); 1 year of related practical experience is an asset;

- Experience working with First Nation communities or organizations, as well as demonstrable knowledge and awareness of First Nation ways of learning, traditions, cultures, values, social determinants of health, health systems and intergenerational impacts of government policies;
- Proficiency developing communications materials using software such as Microsoft Office. Familiarity with bibliographic software (e.g. Endnote), as well as social media platforms (e.g., Twitter, Facebook, YouTube);
- Excellent verbal, written, and interpersonal communication skills, including relationship building and stakeholder engagement capabilities;
- Excellent organizational skills with the ability to meet deadlines, prioritize and manage multiple projects, with attention to technical accuracy;
- Certified in The Fundamentals of OCAP® or willing to complete certification;
- Capacity to work from home in a virtual environment. Travel may be required.
- The following qualifications and skills are also considered to be an asset:
 - Understanding of opioid use disorder and treatment.
 - First Nation ancestry/language.
 - Familiarity with summarizing scientific literature, data, and/or statistics.
 - Experience creating reports, summaries, infographics and presentations for academic and non-academic audiences.

DURATION: ASAP to March 31, 2023, with the possibility of extension based on funding availability.

APPLICATION DEADLINE: Open until filled

**Successful Candidate must be fully vaccinated against COVID-19.
Send letter of application, resume, an example of a research-related writing or communications report, and two professional references marked confidential to:
Email: opportunities@coo.org**