

## EMPLOYMENT OPPORTUNITY

# Research Program Coordinator



**Position Type:** Full time, 4 month contract with the possibility of extension (one year +)

**Location:** Hybrid role, GTA-based preferred

**Compensation:** \$70,000 / year (equivalent to)

**Application Deadline:** March 25, 2024

**Start Date:** mid-April 2024

### About the Role //

The Research Program Coordinator plays an integral role in the day-to-day operations of Yellowhead Institute's research program, which includes three main areas of work: The Yellowhead Brief, Special Reports/Project, and the Red Paper. The ideal candidate will have a strong grasp of research processes and be comfortable with translating these processes into the operational functions required (organizing meetings, creating project timelines, administering expenses, event coordination, etc). You will play a key role in supporting the Research Director, project collaborators, and academic leads in moving work forward, troubleshooting issues that arise, and responding flexibly to changes/challenges. One main area of focus for this role is supporting the overall coordination of Yellowhead's current Red Paper in development, which is on the topic of care. This developmental year for the Red Paper includes multiple gatherings and convening an editorial collective comprising multiple collaborators across the country. This role also includes production support for research and knowledge mobilization resources; this could look like identifying potential Yellowhead collaborators, drafting interview questions, and light research/fact-checking.

This role requires comfort with hybrid work; someone who can find the balance between taking direction and initiative; a natural collaborator who can also work independently, and someone who is extremely organized, and can identify the people, resources, and actions required to get from a project vision to an actualized outcome. Experience working with Indigenous communities, navigating institutions while being community centred, and/or on Indigenous policy and governance is ideal as well. Please note that an extension to the contract length is possible.

### Role Responsibilities //

#### Research project implementation

- Oversees the day-to-day operations of research project implementation and provides guidance and support for other staff or project team members in three main areas: the Yellowhead Brief, Special Reports/Features & Red Papers.
- Provides administrative leadership and facilitates communication amongst collaborators to support cohesive and motivated research teams that are focused while also flexible and adaptable to changing circumstances and developments;
- Designs, manages, and tracks program/project plans and schedules timelines, milestones, and deliverables and troubleshoots challenges; communicates project changes, challenges, and status updates to team and Leadership as requested/appropriate

- Oversees, plans, and organizes the logistics and administration for meetings, events, or programming, including the booking, communicating, and arranging of schedules, materials, invitations, resources, etc; takes minutes, and ensures the preparation and distribution of meeting notes and supporting documents
- Creates, processes, and edits project documentation such as analytical reports, letters, contracts, forms, meeting notes, presentations, etc.
- Provides support to the research application (ethics) and administration process as required by the Director of Research and academic project leads
- Alongside the Director of Research and Director of Operations, organizes Red Paper-related events, gatherings, and discussions; leads for logistical planning and execution of Red Paper gatherings

### **Research & Knowledge Mobilization**

- Conducts literature review of academic and gray literature as well as median scans of new and relevant academic articles on the topics related to YI research initiatives;
- Conducts occasional supplemental research on an as-needed basis, depending on the briefs and special reports in progress
- Provides insight and input into the development of research-related knowledge mobilization content (social media, resources, toolkits, etc).
- Develops and implements databases to record and track information and data
- Organizes and maintains research information including confidential materials and data
- May assign and track RA work related to the YI research initiatives

### **Budget, Financial and Administrative Support**

- Ensures that collaborators are paid in timely/appropriate ways, working with the DO and RASO
- Monitors and tracks research-related cost centre activities such as purchase requisitions, expense reimbursements, expenditures, and disbursements of funds. Prepares budget report for DO when required
- Ensures that operational and special project budget expenditures are managed within the overall available budget; prepares cost estimates for projects, which may include obtaining quotes from suppliers on product and service delivery
- Oversee purchasing and storage of print materials/event materials
- Help prepare documents such as overviews, recommendations, research papers, summaries, reporting documents for funders, etc.
- Books flights and accommodation for research-related events/collaborations
- Works with YI Director of Research and Director of Operations to ensure work and use of budget is carried out following YI and TMU policies

### **Qualifications //**

- An understanding of and interest in issues in Indigenous education and governance; ideal candidates have work and or lived experience in these areas
- Master's degree in a relevant field, preferably social sciences and/or comparable work experience
- Proven experience in academic research coordination or project management and event planning
- Strong organizational and multitasking skills with attention to detail; able to think ahead, anticipate needs and requirements, and connect people, resources and objectives effectively
- Excellent communication and interpersonal skills
- Skilled at creating clear planning and informational documents for internal and external use

- Some experience w/primary research and/or research ethics processes
- Familiarity with research methodologies and ethical standards, with a focus on Indigenous methods
- High degree of comfort with Google Suite, Zoom, online environments, preferably iOS
- Comfortable with using research-related software and tools
- Ability to work independently and collaboratively in a team environment
- Some experience with grant writing and research funding applications

### **Application Instructions //**

- **Deadline:** Tuesday, March 19, 2024, 11:59pm
- **Required Documents:** Resume and cover letter. In your cover letter, please include the following:
  - Highlight a community-engaged project you coordinated/managed and are especially proud of. Consider including information about your role, contributions, how you work with collaborators/community, how you keep track of processes, examples of troubleshooting etc.
- **Email applications** to [info@yellowheadinstitute.org](mailto:info@yellowheadinstitute.org); please send as one single PDF, saved as "First Name, Last Name Research Coordinator Application"

### **About Yellowhead //**

Our Mission: Yellowhead Institute generates critical Indigenous policy perspectives.

Yellowhead Institute is an Indigenous-led research and education centre based in the Faculty of Arts at Toronto Metropolitan University. The Institute privileges Indigenous philosophy and amplifies Indigenous voices that provide alternatives to settler colonialism in Canada today. Rooted in community networks, Yellowhead offers critical and accessible resources to support the reclamation of Indigenous land and life.