

<b>Job Title:</b>	Environmental Scan Research Assistant	<b>Incumbent:</b>	TBD
<b>Location:</b>	TBD	<b>Position Type:</b>	Part-time (15hr/week)

**WHO WE ARE:**

The Tahatikonhsontóntie' – Québec NEIHR (Network Environment for Indigenous Health Research) is the Quebec-based network located in the Kanien'kehá:ka community of Kahnawake. Its mission is to be the center for research and training in community mobilization and knowledge translation for Indigenous health promotion research. The intent of the Network is to provide an environment for partnering with other Indigenous communities, Indigenous-serving organizations, academic researchers and institutions in the field of health research.

**POSITION SUMMARY:**

Under the direction of the Research Coordinator and in collaboration with the QcNEIHR team members, the Tahatikonhsontóntie' – Québec NEIHR Environmental Scan Research Assistant is responsible to carry out an Environmental Scan of academic institutions (universities within Quebec and 2 partner universities outside of Quebec) to determine each institution's current resources, strengths and needs in terms of academic reconciliation plans that are in alignment with the overall goals of the Tahatikonhsontóntie' – Quebec Network Environment for Indigenous Health Research.

The Environmental Scan includes examining current resources, strengths and needs among institutions of academic reconciliation plans that address:

1. Building community health research capacity;
2. Needed academic transformation that values Indigenous knowledge;
3. Responding to specific research needs by supporting research training; and
4. Development of an optimal Indigenous health research environment that enhances both individual and structural support for Indigenous scholarship.

**Job Description**

**ENVIRONMENTAL SCAN RESEARCH ASSISTANT DUTIES**

- Data collection, data entry, data organization
- Assist with data analysis
- Assist with preparation of written report and oral reporting
- Other related research duties

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Undergraduate or Graduate Student knowledgeable in the field of Indigenous health research
- At least 2 years' related experience
- Bilingual (English – French) as data collection will take place in Quebec-based academic institutions and organizations
- Knowledge of quantitative and qualitative research
- Knowledge of Indigenous research methodologies an asset
- Applications from Indigenous persons are especially encouraged for this role

**WORKING ENVIRONMENT**

Duration: 15 hours per week, 6 month fixed-term contract

NEIHR office environment  
 Flexibility to telecommute  
 (Telecommute to respect COVID-19 safety measures as required)  
 Moderate flexibility and overtime may be required  
 Moderate productivity pressure to meet deadlines

**SALARY**  
 \$22-25 per hour Commensurate with education and experience

**HOW TO APPLY**  
 Interested applicants are asked to submit a Letter of Intent, CV and two professional or academic references (name and contact information) to the attention of Kaylia Marquis, Network Manager at [rh-hr@errsagc-qcneihr.ca](mailto:rh-hr@errsagc-qcneihr.ca)  
 Applications are reviewed on a rolling basis. Next review: May 3, 2021. Applicants should note their approximate availability.

<b>Employee's Signature:</b>		<b>Date:</b>	
<b>Supervisor's Signature:</b>		<b>Date:</b>	