

# Tahatikohsontóntie'

Quebec Network Environment for Indigenous Health Research (NEIHR)

## **Job Opportunity**

<b>Position:</b>	Training Coordinator
<b>Duration:</b>	One [1] Year Fixed-Term Contract with the possibility for extension (Three [3] month probationary period) Tentative Start Date: March 5, 2021
<b>Description:</b>	See job description
<b>Salary:</b>	\$41,000 - \$46,000 Commensurate with education and experience Hours of Operation: 8:30am-4:00pm Hours per Week: 37.5 hours per week
<b>Location:</b>	Kahnawake, Quebec, Network Environment for Indigenous Health Research (NEIHR) office, with flexibility to work from home office
<b>Deadline for application:</b>	Friday, February 12, 2021
<b>Requirements:</b>	All required documents must be submitted before the deadline for the application to be considered <ul style="list-style-type: none"><li>○ Letter of Intent</li><li>○ Résumé</li><li>○ Two (2) professional references</li><li>○ Proof of Educational Requirements. (See job description)</li></ul>

Please send your required documents to:  
Kaylia Marquis, Network Manager at [rh-hr@errsaqc-qcneih.ca](mailto:rh-hr@errsaqc-qcneih.ca)

The Tahatikohsontóntie' – Quebec NEIHR is committed to employment equity and diversity. Applications from Indigenous persons are especially encouraged for this role, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

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Quebec Network Environment for Indigenous Health Research (NEIHR)

<b>Job Title:</b>	Training Coordinator	<b>Incumbent:</b>	TBD
<b>Location:</b>		<b>Position Type:</b>	Full-Time

**WHO WE ARE:**

The Tahatikohsontóntie' – Québec Network Environment for Indigenous Health Research (NEIHR) is the Québec-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:**

The Tahatikohsontóntie' – Quebec Network Environment for Indigenous Health Research (NEIHR) Training Coordinator is responsible to develop and implement training courses, workshops, and opportunities related to research practices, Indigenous ways of knowing and doing, and other identified priorities.

The Training Coordinator leads the Tahatikohsontóntie' – Québec NEIHR training program, works closely with the Tahatikohsontóntie' – Québec NEIHR team, and reports to the Program Manager. The Training Coordinator helps to support the sharing and expansion of skillsets within the network through in-person and virtual programming to individuals and groups in a variety of situations and forums.

**Job Description**

**KEY ROLES & RESPONSIBILITIES**

**To plan, develop, and implement training programming, or recommends existing programs that meet network priorities and objectives**

- Analyze and assess training needs and development needs for students, communities, universities, and other partners
- Design, develop and implement responsive programs and initiatives
- Research and hire, or develop activities that provide hands-on or in-field opportunities to learn
- Select or develop training aids, including training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Respond to requests for customized training for specific priorities and needs
- Evaluate training plans, curricula, and methodology

**To coordinate logistics for training programming**

- Develop annual training schedule
- Hire, manage, and schedule instructors
- Recruit, and monitor participant enrollment
- Adhere to budgetary constraints
- Negotiate travel and lodging options for participants
- Coordinate or perform administrative functions necessary to deliver and document training programs

**To support the development and growth of the network**

- Contribute toward knowledge translation and capacity-building activities
- Participate in the Capacity-Building/Knowledge Translation Circle
- Consultation and collaboration with the Research Circle, Community Advisory Circle, other partners, and communities on complex training issues
- May lead, guide, and train students, employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate
- Performs other job-related duties as directed by the Program Manager.

**DECISION MAKING AUTHORITY**

- Determines implementation process and schedule for projects under their direction.

**ACCOUNTABILITY**

- To maintain a positive image of the network
- To provide accurate information
- The coordination of training functions
- Conducting business with contacts with tact, discretion, and courtesy

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree in education, communications, human relations, or related field, plus five (5) years related experience
- Fluency in English and French

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER ATTRIBUTES**

- Excellent oral and written communication skills
- Excellent organizational skills
- Good training teaching and facilitation techniques
- Comfortable speaking in front of an audience
- Ability to analyze, assess, develop innovative training opportunities with a wide range of constituencies for diverse audiences
- Strong leadership, interpersonal, and motivational skills
- Knowledge of and/or experience working in Indigenous health research
- Knowledge of and/or experience working in Indigenous, government and/or academic affairs
- Ability to effectively guide, direct, and supervise contractors
- Knowledge of CIHR (Canadian Institutes of Health Research) and IIPH (Institute of indigenous Peoples' Health) research, knowledge translation and capacity building strategies
- Ability to travel as needed throughout Quebec and Canada
- Ability to communicate in at least one Indigenous language is an asset

**WORKING ENVIRONMENT**

Five-day work week (8:30am-4:00pm) in an office environment

NEIHR office environment with flexibility to telecommute

Moderate flexibility and overtime may be required

Moderate productivity pressure to meet deadlines