



Position: Network Coordinator

Project: Indigenous Mentorship Network of the Pacific Northwest (IMN-PN)

Location: Centre for Indigenous Research and Community-Led Engagement (CIRCLE), University of Victoria, Victoria, BC. *May require provincial travel.*

Contract: Full-time contract position (35 hours/week) for duration of the five-year grant-funded study—September 2017- April 2022

Salary: \$62,500/ year

Start Date: As soon as possible

Application Deadline: Applications will be reviewed until position is filled

Program Background: The Indigenous Mentorship Network of the Pacific Northwest (IMN-PN) is a new network of leaders and future leaders with knowledge, expertise, and experience in First Nations, Inuit and Métis wellness research, knowledge translation as well as implementation of programs, strategies and services in collaboration with Indigenous Peoples at local, regional, provincial/territorial, national and/or international levels. The aim of IMN-PN is to increase the number, competitiveness and success of future First Nations, Inuit and Métis wellness researchers who can work collaboratively with and for Indigenous communities, collectives and nations. IMN-PN represents First Nations, Inuit and/or Métis individuals, communities and collectives across British Columbia and the Yukon, but is also connected to a larger network of northern, regional, national and international network partners.

Our vision for the IMN-PN is to have experienced, dedicated and predominantly Indigenous Academic, Community and Professional Mentors provide personalized and collective mentorship to Indigenous Undergraduate, Master's, Doctoral and Postdoctoral trainees, as well as New Investigators. The IMN-PN links Mentees with one or more Academic, Community and Professional Mentors with specific expertise to compliment mentees' research interests and learning needs. Mentees and Mentors represent diverse academic backgrounds, including but not limited to: public health, health promotion, health sciences, medicine, psychology, nursing, environmental science, sociology, education, arts and humanities, Indigenous studies, and social work. For more information, please visit <http://www.uvic.ca/research/centres/circle/research/mentorship-network/index.php>

Position Summary: Under the supervision of the Centre Director, Dr. Charlotte Loppie, the Network Coordinator will provide support in the following areas:

Event Coordination and Special Projects (40%)

- Support the planning and coordinate the implementation and evaluation of IMN-PN events;
- Support the planning, development and implementation of IMN-PN e-learning activities;
- Develop and maintain Mentee and Mentor files for monitoring and evaluation;
- Support preparation and dissemination of recruitment materials;
- Support submission and processing of Mentee funding;
- Support the IMN-PN evaluation process; and
- Other duties as required.



Communications Planning and Coordination (40%)

- Develop and disseminate materials (e.g. promotional material, training resources, reports, etc.);
- Develop and manage website, e-newsletter, resource pages, and social media;
- Develop and distribute regular updates on IMN-PN activities and maintain distribution list;
- Develop and distribute invitations to IMN-PN events;
- Support communication of IMN-PN Mentors, Mentees, communities and partners; and
- Communicate with other Indigenous Mentorship Networks and northern partners in Canada and abroad.

Program Administration (20%)

- Address internal and external enquiries;
- Maintain confidential records, files and databases;
- Support preparation of reports as required;
- Support the IMN-PN Operational Team;
- Prepare and maintain administrative and financial forms and files; and
- Liaise with research services, accounting and purchasing.

Required Skills and Abilities:

- In-depth knowledge of Indigenous cultures and experience working with Indigenous peoples;
- Completed Master's degree in a relevant field;
- Minimum of two years of related professional experience in health research, grant writing, project planning and coordination;
- Minimum of two years of related professional experience developing educational curricula and/or training materials and resources;
- Excellent project organization, event planning, and implementation skills;
- Excellent written and verbal communication skills with ability to write for diverse audiences;
- Experience with communication systems, including email, listservs, website maintenance;
- Skilled in Microsoft Office Suite (Word, Excel, PowerPoint); Adobe Suite (Acrobat, Photoshop); and content management systems (e.g. WordPress or UVic Cascade);
- Ability to work independently and collaboratively with a diverse team;
- Strong organizational skills with ability to manage and prioritize multiple projects; and
- Ability to meet deadlines.

- Expertise in Indigenous health research is an asset.
- Experience implementing Indigenous worldviews within an academic environment is an asset.
- Experience using online teaching platforms (e.g. CourseSpaces, Blackboard) and producing online teaching materials is an asset.

***In accordance with the UVic equity plan and pursuant to Section 42 of the BC Human Rights code, the selection will be limited to Indigenous peoples. *Candidates from this group should self-identify.*

Please send an electronic application package including a cover letter that addresses the job description and requirements along with a current CV or resume to: Dr. Charlotte Loppie at imnprn@uvic.ca

Note: Only candidates that are selected for an interview will be contacted.