

## Job Posting

**Job ID:** 29366  
**Location:** Vancouver - Other  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B  
**Business Title:** Silent Genomes Community Engagement Coordinator  
**VP/Faculty:** Faculty of Medicine  
**Department:** Medical Genetics  
**Salary Range:** \$59,632.00 (minimum) - \$71,588.00 (midpoint) - \$85,904.00 (maximum)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 04/16/2018  
**Job End Date:** 03/31/2022  
**Funding Type:** Grant Funded

**Closing Date:** until filled

**Available Openings:** 1

Save Job

Apply Now

[Return to Previous Page](#)

Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

### Job Summary

Silent Genomes: Reducing health-care disparities and improving diagnostic success for Indigenous children with genetic disease is a Genome Canada/CIHR funded 4 year project which has 4 key activities. Activity 1, the core of the project, integrates Indigenous-led governance, community engagement, community education, and student capacity building with Activity 2 (precision diagnosis of children with genetic disease) Activity 3 (the development of an Indigenous background variant library) and Activity 4 (Economics of precision diagnosis for Indigenous children). The project includes an international Indigenous Advisory Board, a cross-country team of clinicians and genetic counsellors, local Bioinformaticians, Clinicians and scientists with the collective goal to improve access and effectiveness of genetic diagnosis for Indigenous Children.

The Silent Genomes Community Engagement Coordinator, situated at the UBC Island Medical School campus at the University of Victoria in the Community Genetics Research Program will lead the Community Engagement essential for the project. A great deal of independence, flexibility and highly developed interpersonal skills are required for this position. The incumbent will coordinate communications and face to face meetings with Indigenous communities and other Indigenous stakeholders in preparation for relevant activities in Activity 1, as needed for Activity 2, and for the comprehensive consultation required in Activity 3. The Community engagement coordinator will develop a strategy for face-face meetings, and interim video/teleconferences as needed to fulfill project goals. The Community Engagement coordinator will be responsible for budget items as they pertain to community engagement activities. The incumbent will be responsible for progress reports and financial reports as required for granting agencies (with the Silent Genomes Scientific manager). The Community Engagement Coordinator will document minutes at meetings, and will develop project summaries for

stakeholders and the public. The Coordinator will also be responsible for relevant web-site material. The incumbent will work with the Silent Genomes Genetic Counsellor to develop the educational materials required as part of Community engagement. He/she will assist in developing team and academic publications pertinent to community engagement, identify additional funding sources as needed and contribute to funding applications.

### **Organizational Status**

The Community Engagement Coordinator will report to the Silent Genomes Scientific Project Manager, who reports to Dr. Laura Arbour (Project Lead). Dr. Arbour works closely with Dr. Nadine Caron (Co-project and Activity 1 lead) who together will guide the community engagement activities (see org chart). Reporting structure may change once the team is in place.

### **Work Performed**

The incumbent is responsible for:

- Developing, planning and managing community engagement activities as below, including timelines, protocols and budgets
- Communications with stakeholders and communities
- Managing finances including preparing, forecasting and managing community engagement project budgets financial reports, fund transfers, reimbursements and honoraria of community and other stakeholder participants, preparing and submitting requisitions and monitoring expenditures
- Coordinating the communications as they pertain to community engagement within the Silent Genomes project, and report to the Scientific manager, multi-disciplinary local, national and International team.
- Assisting in the development of genomic educational tools for communities and other stakeholders
- Contributing to staff meetings as it pertains to community engagement issues and progress
- Planning and organize community/stakeholder meetings (face to face and by teleconference)
- Planning travel for team members for community visits
- Planning travel for community and other stakeholder participants (Indigenous organizations) for centralized meetings
- Keeping precise records and writes reports for team and other pertinent meetings
- Preparing provider and stakeholder communications (with Scientific Manager)
- Maintain up-to-date knowledge of all of the procedures and technologies used in the Genetics Laboratories
- Contributing to website updates in relevant areas
- Coordinating hiring and supervision of local staff and students for community engagement activities
- Conducting literature reviews and summaries relevant to community engagement topics
- Preparing research reports, slide presentations and articles for publication, copy-proof reports
- Assisting in identifying additional funding sources and proposal writing.
- Performing other related duties as directed by Dr. Arbour

### **Supervision Received**

The incumbent will report to Silent Genomes Scientific Project Manager in conjunction with Dr. L. Arbour (UBC Medical Genetics at the Island Medical Program-Project leader) along with Dr. Nadine Caron (co-supervisor).

### **Supervision Given**

The incumbent may provide direct supervision to students, volunteers or other Silent Genomes staff, as needed.

### **Consequence of Error/Judgement**

Lack of careful attention to protocols, or regulatory and ethical guidelines could suspend the Investigator and University as a site for further research and/or funding. A high level of cultural competency and sensitivity is necessary in this position, as any insensitive actions could jeopardize our research relationship with communities. As well, the incumbent must sign a confidentiality agreement stating that any identifying and/or personal information will be held in the strictest confidence. Precise and accurate reports are required as part of the Silent Genomes Project. Therefore, it is imperative for the incumbent to be detail-oriented and careful with his/her work.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. -A minimum of an undergraduate degree in Indigenous studies and/or relevant health related discipline. Graduate degree preferred. Minimum of two years of related experience (project management, preparing communications materials, liaising with stakeholders) or the equivalent combination of education and experience is preferred.

-Research or health experience in the field of Indigenous Health, genetics and/or other health related field. Project Management Program or similar certification an asset

-Excellent oral and written communication skills, including scientific and stakeholder reports.

-Ability to communicate effectively with a variety of different audiences, including researchers, policy-makers and communities

-Ability to ensure timely completion of tasks by adjusting priorities as required

-Excellent administrative, organizational and time-management skills, including experience working with interdisciplinary research teams Proficiency with Word, Excel and referencing software are required

-Experience with Illustrator, Photoshop, and other pertinent software programs is an asset.

-Proven ability to work in a confidential environment and to work effectively in independent and collaborative team environments. Effectively use interpersonal skills when dealing with team members

-Keen interest in Indigenous health and research.

-Willing to travel in Canada and abroad for multiple days (intermittent travel required)

-Current passport and driver's license

-Willingness to work non-traditional hours intermittently.

-Successful completion of Tri-Council Policy Statement (TCPS) online tutorial (may be completed upon hiring)

-Successful completion of an Indigenous Cultural Safety Course (may be completed upon hiring).

Preference may be given to applicants who self-identify as Indigenous with the required combination of education and experience.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

---

[Return to Previous Page](#)

---