



Research Coordinator

Position: Research Coordinator

Reporting to: Manager of Research and Advocacy Programs

Location: St. John's, Newfoundland and Labrador

Summary

First Light is a registered non-profit that has been serving both the Indigenous and non-Indigenous communities in St. John's since 1983. The organization provides programs and services rooted in the revitalization, strengthening, and celebration of Indigenous cultures and languages in the spirit of trust, respect, and friendship. As opportunities to conduct local, community-driven research continue to increase, First Light is seeking to hire a Research Coordinator in order to maximize the potential benefits to the Indigenous community.

The Research Coordinator will oversee a variety of research projects that aim to benefit the Indigenous community. Participating in and expanding Indigenous-focused research networks, the Coordinator will build and nurture productive working relationships with partners, funders, community members, and rights-holders. In addition, the Coordinator will be responsible for developing, implementing, maintaining, and monitoring adherence to appropriate policies, procedures, and ethics protocols needed to carry out sound and effective community-driven research projects.

Core Skillset

- In-depth knowledge of policies, procedures, and ethical research protocols
- Superior verbal and written communication skills
- High level of initiative and self-motivation
- Ability to coordinate multiple projects simultaneously
- Comprehensive and thoughtful understanding of affirming cultural practice
- Understanding and demonstration of cultural humility
- In-depth knowledge of the strategic planning process and evaluation frameworks
- Demonstrated ability to apply for and receive research funding from Tri-Council (SSHRC, NSERC, and CIHR) and other funding agencies

- Demonstrated capacity to work directly with and understand community members, and build positive working relationships with partners based on community needs
- Demonstrated knowledge of both qualitative and quantitative research methods
- Demonstrated knowledge of community-driven research

Essential Responsibilities

- Maintaining the **Research Policy Framework** to guide research conducted at First Light, which includes updating the Framework as needed as well as developing and implementing related internal policies and procedures.
- **Implementing culturally considered research ethics protocols** to ensure appropriate measures are in place to safeguard the interests of community members who participate in research activities
- **Establishing a Research Committee** that will engage key rights-holders and stakeholders and that will be responsible for reviewing and approving all research projects
- **Serving as a primary point of contact** for research projects by representing First Light on various committees and research networks
- **Recommending strategies** to ensure consistency and compliance with First Light policies, directives, and guidelines
- **Evaluating ongoing research projects** to ensure their compliance with the Research Policy Framework
- Supporting and carrying out **community-driven research** by:
 - **Organizing public community forums** in order to help inform research-related decision-making processes
 - **Performing data analysis** and disseminating the results as appropriate and within established protocols
 - **Prioritizing research needs** and coordinating the development and execution of research-oriented work-plans
 - **Researching and implementing** data sovereignty guidelines
- **Other duties as required**

Qualifications

- Familiarity with research partnerships and community experience in cultural places and spaces, typically demonstrated by previous work experience as a community practitioner and/or by holding a Master's degree or PhD in a related discipline
- Minimum 3-5 years' experience working on projects related to Indigenous research, Indigenous policy development, and/or Indigenous research ethics

- Knowledge of the funding proposals process and project timelines for Tri-Council (SSHRC, NSERC, and CIHR) grants
- Ability to meet deadlines
- Deep knowledge and understanding of Indigenous cultures
- An understanding of, and strong commitment to, the principles of data sovereignty and confidentiality;
- Knowledge of data analysis software packages is an asset

How to Apply

To apply for this position, please send a cover letter outlining your interest in and qualifications for the position, along with your resume and a writing sample, to:

Justin Campbell
Manager of Research and Advocacy Programs
First Light: St. John's Friendship Centre
JustinCampbell@FirstLightNL.ca

The deadline for applications is 5:00pm (NDT) on Friday, July 15, 2022.

First Light celebrates diversity and is committed to creating an inclusive and supportive environment for all members of our team. We welcome applications from all qualified candidates regardless of Indigenous identity or status, national or other origin, gender identity or expression, sexual orientation, religion, age, or other characteristics. We're committed to supporting candidates throughout the application process by accommodating any disability-related requests.