

Project Coordinator
Overcoming Epidemics in Transnational Black Communities Research Cluster

Catalyzing Interdisciplinary Research Clusters initiative
York University

With the African Studies program of LA&PS as the intellectual hub and The Tubman Institute as host, the *Overcoming Epidemics in Transnational Black Communities Research Cluster* aims to explore and interrogate the intersection between structural and social injustices that drive vulnerability and black communities' experiences in mitigation, response, and recovery from severe epidemics –broadly defined as persistent and significant disease outbreaks. To this end, the cluster seeks to: (i) establish an interdisciplinary and multisectoral research agenda at York, (ii) collaboratively leverage and further develop a team comprising interdisciplinary research groups across York and beyond, (iii) collect and analyze data aimed to inform global health justice frameworks in line with traditional/modern knowledge systems, and (iv) identify and address the many pathways through which structural and systemic inequalities shape black communities' experiences of epidemics, including socio-economic injustice, racial injustice and discrimination.

As part of the efforts to achieve these objectives, the Cluster is looking for a project coordinator.

Roles and responsibilities

Under the supervision of co-principal investigators (co-PIs), the project coordinator shall undertake specific tasks and provide deliverables as follows:

- Manage the functioning of the Cluster through the organization of monthly meetings with co-PIs and bi-monthly meetings with the entire team
- Create a database of baseline research materials (pooling together relevant reports, factsheets, secondary literature, other studies, etc.)
- Support the drafting of grant proposals and manuscripts associated with project objectives
- Supervise research assistants (RAs) assigned to the project
- Work with liaison persons to create and strengthen relationship with community groups in the GTA and selected African countries
- Help to publicise Cluster activities within and outside the York community.

Essential skills and experiences

The ideal candidate must hold a master's degree at the minimum with a strong interest in public / global health and social justice issues among people of African descent. In addition, the following are desirable experiences and skills: Experience in research project management

- Experience in organizational management and coordination
- Experience in manuscript writing and development
- Familiarity and experience with using quantitative and qualitative methods
- Experience in grant writing and grant application
- Excellent oral and written communication skills in English
- Capacity to work autonomously with little supervision and direction

Conditions

- Contract duration: 1st May to 31st October 2022 (6 months), with possibility for extension
- Expected to work remotely, but to be available for in-person activities

Salary

The successful candidate will be paid approximately **CDN\$ 25,000** for the initial 6-month contract.

How to apply

Interested applicants should submit (i) a cover letter, (ii) CV, (iii) a sample of a written work (e.g., article, report), and (iv) the names and contact information of at least 2 referees in one PDF file by email to afstpc@yorku.ca. In the subject line, write "Overcoming Epidemics Project Coordinator Position". Deadline for submitting application is **31st March 2022** before midnight EST. Only shortlisted candidates will be contacted for interview.