

RESEARCH IMPACT CANADA

RÉSEAU IMPACT RECHERCHE CANADA

<u>Position Title:</u>	Knowledge Mobilization Specialist
<u>Program:</u>	Research Impact Canada (RIC)
<u>Reports To:</u>	Manager, Knowledge Mobilization
<u>Contract Term:</u>	Until September 2023, with possibility of extension
<u>Hours of Work:</u>	35 hours per week
<u>Annual Salary:</u>	\$65,000

This full-time role is remotely based in Canada. French English bilingual capacity is a strong asset.

ABOUT RESEARCH IMPACT CANADA & FUTURE SKILLS CENTRE:

Research Impact Canada (RIC) is a pan-Canadian, bilingual network of 20+ universities and 1 mental health research hospital. York University was one of the founding members of RIC in 2006 and remains the lead institution where the operational office is currently held. RIC is committed to maximizing the impact of academic research for the public good in local and global communities. RIC is committed to building institutional support to encourage collaboration between research, policies, and innovation. RIC helps researchers and partners to demonstrate the impact of their research excellence and facilitates a community of practice by developing and sharing best practices, services, and tools. One of RIC's partnerships is with the Future Skills Centre to provide knowledge mobilization and stakeholder engagement for the skills and workforce development sector.

The Future Skills Centre is a \$365M pan-Canadian initiative dedicated to helping Canadians gain the skills they need to thrive in a changing labour market. FSC connects ideas and innovations generated across Canada so that employees and employers can succeed in the labour market, and to ensure that local, regional, and national economies thrive. FSC aims to help all Canadians benefit from effective skills development and seek to ensure an inclusive approach to supporting underserved groups such as women, youth, Indigenous peoples, newcomers, racialized peoples, LGBTQ2S+ peoples, persons with disabilities, veterans, and Canadians living in rural, remote, and Northern communities.

JOB OVERVIEW:

Broadly focused on organizational operations, workshop and event facilitation, and support for mobilizing relevant insights from research, the Knowledge Mobilization Specialist will collaborate with Research Impact Canada member institutions, as well as projects and partners associated with the Future Skills Centre. The mobilizing of relevant insights will be primarily from research in the skills and workforce development sector. Under the direction of the Manager of Knowledge Mobilization, this position works with research administration staff in universities, practitioners in the skills development and workforce innovation sector, and community-based researchers in Canada. Candidates who are bilingual in French and English are preferred.

MAJOR DUTIES:

- Project planning and operations with RIC network members and research administration staff
- Writing creative assets, such as infographics, report briefs, and social media, in English and in French would be a strong asset
- Event facilitation and presentations in external partner meetings
- Animation on digital platforms to jumpstart discussions and sharing of best practices
- Develop and deliver workshops and webinars in English and in French would be a strong asset
- Manage, organize, and execute knowledge mobilization plans, in collaboration with community-based researchers
- Conduct literature and environmental scans around select topics and summarize research. Strategize about possible gaps in content.
- Creating, editing, and reviewing of summaries, reports, website copy, brochures in English and in French would be a strong asset
- Ensures timely evaluation and reporting to York University, Future Skills Centre, Network members and other funders as required. Will help prepare annual, interim and final reports to funders
- Identifies partnership opportunities and develops strategies, approaches, risk management plans, and solutions with a focus on what will achieve desired organizational outcomes
- Supports Research Impact Canada's development of long-term strategy and vision
- Represents Research Impact Canada at local, provincial, and national events, including conferences

QUALIFICATIONS:

Education and Experience

- Degree in public health, economics, social science, education, or the equivalent combination of education and experience
- Bilingual fluency in French and English and excellent written and verbal communication skills in both languages is a strong asset
- Demonstrated ability to take complex information and fluently translate into clear and succinct language for a broader audience.
- Experience in creating accessible tools or resources from social research.
- Experience and confidence in delivering webinars, meetings, and presentations in English and in French would be a strong asset
- Proven experience in training, curriculum development, or tool development
- Experience in the development of proposals, strategic plans, reviews, or other complex written documentation.
- Understanding of graphic design an asset.
- Understanding of website development (WordPress) an asset.
- Understanding of Google Analytics an asset.
- Experience working in on equity, diversity, and inclusion initiatives is an asset
- Experience working within pan-Canadian research projects or initiatives is an asset

Skills and Knowledge:

- Knowledge of skills and workforce development sector is an asset
- Understanding of knowledge mobilization and impact planning and assessment is an asset

- A strong editorial eye is an asset
- Strong relationship building and network management skills
- Ability to identify and leverage new opportunities for development
- Excellent oral and written communication skills
- Excellent time management skills; ability to manage multiple priorities in a fast-paced environment, set priorities, meet deadlines
- Ability to work effectively as a leader and team member
- Ability to exercise judgement, discretion, problem solving skills and initiative complemented by good analytical skills
- Excellent interpersonal skills with tact and diplomacy

Application Instructions:

Please submit a cover letter and updated resume through [Charity Village](#).