<u>**Position Title:**</u>	Indigenous Research and Community Engagement Associate
<u>**Program:**</u>	Connected Minds: Neural and Machine Systems for a Healthy, Just Society
<u>**Reports To:**</u>	Program Director, Connected Minds and Chair, Indigenous Advisory Circle (IAC)
<u>**Contract Term:**</u>	3-Years with possibility of extension
<u>**Annual Salary:**</u>	$70,000 plus extended health benefits
<u>**Hours of Work:**</u>	35 hours per week

ABOUT CONNECTED MINDS:

Connected Minds: Neural and Machine Systems for a Healthy, Just Society (2023-2030) combines York's existing science and technology research ecosystem, and longstanding institutional strengths in the social sciences, arts, and humanities with Queen's University's complementary strengths in neuroscience, health, and artificial intelligence, as well as a substantial consortium of multi-sector partners. The Connected Minds vision is to co-create and co-lead socially responsible, community engaged research that produces innovative technologies, policies, and regulations that optimize the benefits and mitigate the risks of the new techno-social collective. Connected Minds will fund 35 strategic faculty hires; a partner-focused team, and prototyping seed grants; knowledge mobilization and commercialization events; and an ambitious multi-institutional micro-credential training program with 385 trainees and cross-sector stakeholders. All activities will require interdisciplinary participation, and we will prioritize projects that benefit Indigenous and other equity-deserving groups. With funding from the Canada First Research Excellence Fund (CFREF), Connected Minds will lead Canada and the world in the socially responsible creation and adoption of scientific and technological innovation to promote a healthy, resilient, and just techno-social collective.

JOB PURPOSE:

The Indigenous Research & Community Engagement Associate, as part of the CFREF Connected Minds Program, will work with the Connected Minds Indigenous Advisory Circle (IAC), Directorate, and Operations Committees to provide administrative, technical, and outreach support as they relate specifically to Indigenous research and funding facilitated through Connected Minds. The position has five main goals: 1. to liaise with the Connected Minds Project Management team and advise Researchers when projects involve Indigenous Research; 2. to coordinate with and complete tasks assigned by the IAC – which may include representing and reporting back to them on various operations committees; 3. to provide outreach and administrative pre- and post-award support to Indigenous research projects funded through the Connected Minds project; 4. to ensure all projects involving Indigenous Peoples are vetted and supported through the IAC; and, 5. to provide advice and support on exploring opportunities to work in collaboration with Indigenous organizations and communities – this will include understanding culturally specific ways of minimizing harm caused by researchers re-traumatizing community members through inappropriate and uninformed ways of community engagement, and will reduce York University & Queen's reputational risk. The position aims to ensure Indigenous-led initiatives are supported adequately so as not to overburden any particular faculty or leadership team member.

MAJOR DUTIES:

Connected Minds Advisory
- Support the Connected Minds Leadership team in establishing the Indigenous Advisory Council (Year 1)
  - Act as Council secretary (setting up meetings, preparing meeting materials, taking meeting minutes, and ensuring action items are followed up on) (Years 1-7)
  - Ongoing liaison and support for Community Members and Elders/Knowledge Keepers associated to the IAC
- Provide administrative support with hiring of students and HQPs as they relate to the work of the Indigenous aspects of the Connected Minds project (Years 1-7)
- Build and foster new and ongoing Indigenous specific community-based relationships as may be needed for partnership opportunities.
- Provide advice and guidance to the Directorate and members who are seeking to build relationships with Indigenous communities. Develop best practices and tools to support researchers.
- Work with community partners as they relate to Indigenous research (Years 1-7), such as coordinating the roundtable discussion with members of York and Queen's wider Indigenous communities (Year 1)
- Working with the IAC to establish the elder-in-resident program (Year 1) and ensure it is set up for continuous success for the duration of the project (Years 1-7)
- In collaboration with the Program Director, set up opportunities for members of the Connected Minds' team to teach Indigenous students (in partnership with the k2i Academy in Lassonde, and the Indigenous Futures in Engineering unit from Queen's University). Liaise with relevant parties and administer coordination of the program.
- Track and maintain records of KPIs as they relate to Indigenous faculty (e.g Publications, Research Presentations, Awards, etc.) and Indigenous research. Prepare these to present regularly to the Connected Minds Leadership team.
- Coordinate decolonization/Indigenization initiatives including being part of the Connected Minds speaker series and assisting with the annual reporting on participation and engagement. Evaluate the speaker series and disseminate the results of any Indigenous specific research findings.
- Manage and administer the Indigenous aspects of the calls for Seed grant funding and ensure a diverse team is put together to adjudicate applications. Coordinate materials and meetings of the adjudication committees related to Indigenous applications.
- Assist in the establishment of a physical space for Indigenous research. Includes liaising with project managers, YorkU facilities, procurement, and Health and Safety office. Once established, manage the day-to-day operations of the research centre.
- Work with the Connected Minds EDI Specialist in implementing EDI-related programming for the program.
- Assist with Connected Minds EDI initiatives, such as the Town Hall (Jan/Feb 2024) and EDI focused Indigenous outreach to ensure research concerns of Indigenous faculty are raised and addressed.

Coordination of Indigenous Research Projects
- Administrative support (e.g. hiring RAs/students/HQPs/postdocs, purchasing research equipment, managing deadlines for reporting, budget tracking, and Knowledge Mobilization) for Indigenous research projects funded through Connected Minds.
- Administrative support for other Connected Minds projects as they relate to Indigenous research and Indigenous researchers.

- Working with other CM staff, York's Indigenous Research Officer, Centre for Indigenous Knowledges & Languages, and Queen's Office of Indigenous Initiatives (OII), assist with the coordination of external funding applications, ethics applications, and other tasks as may be necessary to the research teams.
- Foster and maintain effective communications with community partners to ensure respectful and consistent engagement with Indigenous community members and partners.

QUALIFICATIONS:

Education and Experience
- University degree in a relevant area of study such as Social Sciences and Humanities, Health, Natural Sciences, Education.
- Minimum 3 years related work experience in Indigenous contexts, in an academic research environment. Experience navigating Indigenous content in colonial settings.

Skills:
- Understanding of legislative and policy contexts such as the Truth and Reconciliation Commission Calls to Action, OCAP, TCPS2, and Canadian research contexts
- Strong oral and written communication skills, with specific skills in drafting reports and presenting information to various groups
- Excellent interpersonal and relationship/community building skills
- Ability to maintain confidentiality and exercise tact, diplomacy and discretion
- Ability to exercise good judgement and provide advice in sensitive contexts
- Proven ability in interpreting external and internal policies, procedures and regulations and communicating such information to internal and external community members
- Strong organizational and time management skills and ability to work with competing priorities and deadlines
- Excellent team building skills, demonstrated ability to work co-operatively and collegially with multi-sectoral teams including scientists, researchers, private sector partners, community members, government representatives and non-governmental organizations
- Ability to maintain confidentiality of personal, research and institutional data
- Understands institutional reputational risk created by uninformed engagement with Indigenous communities
- Demonstrated proficiency in Microsoft Office applications including Word, Excel, PowerPoint, Outlook, and Adobe Acrobat

Applications are limited to persons who self-identify as Indigenous Persons within Canada (First Nations, Inuit, Métis Peoples). The Connected Minds: Neural and Machine Systems for a Healthy, Just Society program supports "The Indigenous Framework for York University: A Guide to Action", which supports Indigenous-led projects and the advancement of Indigenous research and scholars.

Application Instructions:

Please submit a cover letter and updated resume to Emma Yuen, Senior People Partner, Office of the VP Research & Innovation at emmay@yorku.ca. Please indicate the job title in the subject line.

Please submit a completed Self-Identification Form along with your application documents.

This position is open until filled.