



British Columbia Network Environment for Indigenous Health Research (BC NEIHR)

JOB DESCRIPTION

Position: Indigenous Research Liaison (IRL)

ABOUT THE BC NEIHR

Funded by the Canadian Institutes for Health Research (CIHR), the BC NEIHR is an Indigenous-led network that heightens the engagement of Indigenous (*First Nations, Métis and Inuit*) Communities, Collectives and Organizations (ICCOs), Indigenous and non-Indigenous researchers, and interdisciplinary, multi-sectoral groups and organizations in BC. Through our extensive network of experienced and dedicated members and partners, the BC NEIHR supports a provincial and national Indigenous health research agenda. Ultimately, the BC NEIHR will contribute to the improved health, wellbeing and strength of Indigenous peoples by supporting transformative research.

Our collective goal is to increase and enhance Indigenous-led health research in BC and Canada through the following objectives: 1) develop research infrastructure; 2) facilitate and support Indigenous peoples in leading health research and knowledge sharing; 3) provide research-related funding; 4) develop and support research capacity; 5) enhance awareness and relevance of Indigenous health research; 6) facilitate and support ethical and culturally safe research partnerships; and 7) engage in provincial, national and international partnerships.

In 2024, the BC NEIHR was successfully renewed for the next phase (2025-2030) of the program and will be operating at a new host institution at the Centre for Collaborative Action on Indigenous Health Governance (CCAIHG) within the Faculty of Health Sciences at Simon Fraser University. The BC NEIHR will be nested and supported by a collaborative Indigenous-led health governance research centre that aims to foster knowledge exchange, mentorship and research.

POSITION SUMMARY

Under the supervision of the Nominated Principal Applicant Dr. Krista Stelkia (SFU; BC NEIHR; CCAIHG), Network Coordinator, Tara Erb (BC NEIHR), Senior Research Manager Anita Manshadi (CCAIHG), and Project Manager (BC NEIHR) as well as working with BC NEIHR's governance partners (First Nations Health Authority, Métis Nation BC, and BC Association of Aboriginal Friendship Centres), and collaborators such as the BC SUPPORT Unit, the IRL will undertake the following activities:

Relationship Building

- Respectfully engage and develop relationships and research partnerships with ICCOs, Indigenous researchers across the regions in BC. Participant in health-related gatherings (budget permitting) to engage with ICCOs and bring awareness of the BC NEIHR program by promoting the Network membership registration.

- Create strategies to address distrust and barriers around health research in colonial research environments.
- Keep ongoing and regular communication with funded ICCOs.

Liaison & Facilitation

- Collaborate with the BC NEIHR and CCAIHG Teams, including external collaborators and partners (i.e., BC SUPPORT Unit) to plan, coordinate, and evaluate local/regional capacity bridging events, webinars, training sessions, and knowledge sharing gatherings or activities.
- Share and distribute information of BC NEIHR funding and capacity bridging opportunities to ICCOs.
- Travel to meet with ICCOs in their respective region and participate in Indigenous Health and Wellness conferences or gatherings (travel budget permitting).
- Liaison with ICCOs to identify and address regional community research priorities.
- Support the facilitation of partnerships for the development of community-based research ethics review processes and other collaborations.

Mentorship

- Mentor ICCOs for building capacity as an organization or collective (e.g. opening collective bank accounts, incorporating associations, and structuring projects for funding access).
- Provide capacity-bridging support to ICCOs provincially and in respective regions, including mentoring ICCOs to create and develop innovative and integrative research development and knowledge sharing strategies.
- Support ICCOs leaders to take full control of their projects, ensuring self-determination with allies acting only as support (e. g. they decide what, when, and how to proceed).
- Provide mentorship and technical support to ICCOs in writing research development grant and knowledge sharing mobilization grant applications.

Navigation

- Guide ICCOs in building capacity for health research initiatives.
- Develop plain-language workbooks and templates to support the BC NEIHRs research development and knowledge sharing activities.
- Translate academic terminology and institutional processes for ICCOs with diverse literacy levels and research experience, ensuring that Indigenous knowledge systems are respected and integrated where possible.
- Assist ICCOs by providing an overview and navigating institutional procedures, such as institutional ethics review boards, ethical guidelines, grants approval processes, and other administrative requirements.
- Connect ICCOs with relevant funding opportunities from other institutions.

Other Communications and Training

- Attend training workshops and receive ongoing instruction from Elders/Knowledge Holders, Investigators and Knowledge Users, and the Program Manager, BC NEIHR, or CCAIHG Team.
- Frequent communication with Program Manager via email, Zoom and telephone.
- Participate in ongoing communication with BC NEIHR team members via MS Teams, email and Zoom videoconferencing.
- Attend and report on activities conducted at the weekly and monthly team meetings via Zoom videoconferencing.
- Provide monthly written reports to the Program Manager that detail all activities and an evaluation of such activities.

- Organize and lead face-to-face and video-and-teleconferencing with ICCOs.
- Collaboratively work with other IRLs on various network activities and communicate frequently.
- Participate and obtain the following training and certifications: San'ya's Indigenous Cultural Safety, OCAP® and TCPS2 Chapter 9.
- Perform other BC NEIHR and CCAIHG-related duties as required.

QUALIFICATIONS

Education:

- Completed undergraduate degree or equivalent experience navigating BC's health research environment.

Skills and Abilities:

- Knowledge of Indigenous worldviews and a minimum of two years of experience working with Indigenous peoples and ICCOs.
- Minimum of two years of related educational and/or professional experience (e.g., research, grant preparation, writing support, and coordination).
- Knowledgeable and experience in Indigenous research priorities and methodologies and knowledge sharing and mobilization in ICCO settings.
- Excellent project organization, event planning, and implementation skills.
- Excellent written and verbal communication skills with ability to write for diverse audiences.
- Experience with communication systems, including email, listservs, website maintenance.
- Skilled in Microsoft Office Suite (Word, Excel, PowerPoint).
- Adobe Suite (Acrobat, Photoshop) and content management systems (e.g., WordPress or Adobe Experience Manager) are assets.
- Ability to work independently as well as collaboratively with a diverse team.
- Strong self-leadership and organizational skills with ability to manage and prioritize multiple projects independently.
- Ability to meet deadlines.

APPLICATION DETAILS:

Status: Full-time position (37.5 hours/week) or part-time position (20 hours/week) for a one-year contract, with the possibility of extension. BC NEIHR operating hours are from 8:30 am – 4:30 pm.

Annual Salary: \$70,000 full-time or \$35,000 part-time

Location: Varying regions in British Columbia (BC) and remote. Candidate must be based in BC, as there will be occasional in-person research gatherings and team meetings in Vancouver and at Centre for Collaborative Action on Indigenous Health Governance (CCAIHG) office at SFU Burnaby Campus.

Application Deadline: Applications will be reviewed until positions are filled.

To apply for this job, follow these steps:

1. Submit Your Application: Send your application package (cover letter and CV/resume) via email to: **bcneih@sfu.ca**. Use the subject line to clearly state the position you are applying for (e.g., "NAME OF THE POSITION Application").

2. Experience Statement. As part of the application package, please include a 1-2 page Experience Statement that outlines why you are interested in this position and your experience in providing research support and conducting community engagement with Indigenous peoples and communities. This is an opportunity to highlight in a narrative format key aspects of your work, education, training or other experiences that make you a suitable candidate for this position. Please consider the activities listed under Position Summary when creating your Experience Statement.

- We thank all applicants for their interest but **only candidates that are selected for an interview will be contacted to go to the next stage.**
- Graduate students in BC are encouraged to apply. If you are a current graduate student interested in a **full-time position**, you must include your **time management plans** in your cover letter to demonstrate how you will balance your studies with the full-time role.

3. Interview Process: Selected applicants will be invited to have an interview. Those selected will need to demonstrate their experience working with ICCOs through a presentation during the interview. This presentation may include photographs or other forms of proof (such as project reports, testimonials, or portfolio examples) showcasing your relevant experience. Further details and instructions will be provided during the process.