

Position Title:	Research Assistant
Status:	30 hours/ week for 9 weeks
Location:	Toronto, Ontario
Number of positions:	1
Salary:	\$14.00/ hour
Starting Date:	Monday, June 26, 2017
Posting Date:	Tuesday, May 16, 2017

A. About CATIE

CATIE is Canada's source for accessible, evidence-based information about HIV and hepatitis C prevention, testing, care, treatment and support. CATIE strengthens the national response to HIV and hepatitis C by fostering collaboration and capacity among people living with HIV and/or hepatitis C and other affected populations, frontline service providers and researchers to reduce transmission and improve health and well-being.

B. Position Summary

Working closely with members of the Communications & Social Marketing and Knowledge Exchange teams, this position will support a number of activities related to World Hepatitis Day, researching and reviewing information.

C. Key Responsibilities

Job Responsibility #1 (50% of time). Support Communications & Social Marketing efforts, including:

- Prepare media lists for World Hepatitis Day outreach, and follow-up with general-audience media on their receipt of our op-ed/ commentary.
- Update information about agencies listed on www.HIV/HCV411.ca.
- Review and update information about agencies listed in the Waiting Room Information Program (WRIP).

Job Responsibility #2 (50% of time). Support Knowledge Exchange efforts, including:

- Complete an environmental scan and assessment of currently available client tools for adherence to HIV treatment.
- Support the outreach, re-tagging and the addition of resources to Sage.
- Conduct a review of health-related mobile-friendly websites, and check all hard-coded links on www.catie.ca.

D. Knowledge and Skills Required

- Excellent research and data collection skills
- Excellent interpersonal, organizational and communication skills, particularly writing skills
- Strong computer skills
- Experience or education in any of the following: public health sciences, reference services, social sciences and/ or marketing and communications
- Bilingualism (French/ English) is an asset

NOTE: This position is funded through the *Canada Summer Jobs* program. To qualify you must be:

- **Between 15 and 30 years of age at the start of employment;**
- **Registered as a full-time student for the 2016-2017 academic year;**
- **Intending to return to school on a full-time basis for the 2017-2018 academic year;**
- **A Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*2; and,**
- **Legally entitled to work in accordance with relevant provincial or territorial legislation and regulations.**

CATIE is committed to employment equity and encourages applications from: people living with HIV and/or hepatitis C; visible minorities and people with culturally diverse backgrounds; people of all gender identities and sexual orientations; and people with disabilities.

Interested applicants should visit our website at www.catie.ca.

E-mail responses preferred. No phone calls, please.

We thank you for your interest, however only those applicants to be interviewed will be contacted.

Deadline for applications: Friday, May 26, 2017

Submit applications to: jobs@catie.ca

NOTE: To reduce the number of “spam” responses to this posting, respondents must include the following text in the subject line of your e-mail: **CATIE Job RA.**