

Position Title:	Research Assistant
Service:	Communications
Reports to:	Manager, Communications
Status:	Contract, Full-time
Location:	Remote
Hours and Duration:	35 hours/ week for 8 weeks
Salary:	\$24.00/ hour
Starting Date:	Monday, June 9, 2025
Posting Date:	Monday, May 5, 2025

About CATIE

CATIE strengthens Canada's response to HIV, hepatitis C and the toxic drug crisis by bridging research and practice. We connect healthcare and community-based service providers with the latest science, and promote good practices for prevention, testing, treatment and substance use health programs.

As Canada's official knowledge broker for HIV, hepatitis C, sexual health and harm reduction, you can count on us for up-to-date and accurate information.

Primary Role

The Research Assistant will support the Communications team at CATIE by updating CATIE's directory Where to?, a website for people looking for HIV, hepatitis C, sexual health and harm reduction services in Canada.

Key Responsibilities

Job Responsibility: Developing and maintaining an HIV and hepatitis C online service directory (100% of time).

1. Review all the listings, both in English and in French, on the website to ensure accuracy.
2. Reach out to third-party agencies to encourage reviews and edits of listing content.
3. Research other databases to fill gaps in the directory.
4. Log all updates directly into CATIE's content management system.

Knowledge and Skills Required

- Excellent research, data collection and organization skills.
- Excellent interpersonal and communication skills, particularly writing skills.
- High attention to detail and accuracy.
- Strong computer skills with good knowledge of Excel and content management systems.
- Experience or education in any of the following would be an asset: public health sciences; reference services; social sciences; and/ or, marketing and communications.
- Fluency in English or French, and a strong working knowledge of the other language. This role will require good reading and comprehension to edit listings in both English and French.

Our team includes people from diverse cultural, ethnic and linguistic backgrounds. Although we are proud to offer all of our activities in French and English, internal communications are mostly in English.

CATIE is committed to employment equity and encourages applications from Black, Indigenous and racialized people, people of all gender identities and sexual orientations, and disabled people. If you require any accommodations or supports in the application process, please contact jobs@catie.ca so we can work with you to meet your needs.

CATIE also recognizes the need for experience, knowledge and guidance from communities disproportionately affected by HIV, hepatitis C and the toxic drug crisis, including people living with HIV or with current or lived experience of hepatitis C or substance use. As well, many Indigenous and racialized communities are more affected by these public health issues, yet remain underrepresented in paid staff positions to respond to them. We are working to change this by prioritizing anti-racism and equity in our work and our operations, and striving to create a diverse, equitable and inclusive environment for people from the most affected communities to work and thrive.

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

E-mail applications 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 23, 2025

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 2370.

Please submit your application using the following format **Last Name_First Name_CV**