

## JOB POSTING

### HIV and Aging Research Associate

Application Deadline: October 5, 2018 or until the position is filled.

Start Date: As soon as possible.

Duration: This is a temporary part-time contract position (approximately 12 hours/week).

The HIV and Aging Research Associate will support **Realize's** current research and knowledge translation projects related to improving the quality of life of older adults living with HIV in Canada. In collaboration with **Realize** staff, project advisory committees, organizations with a shared interest in HIV and aging, and older adults living with HIV, the HIV and Aging Research Associate will gather and review evidence to inform the development of resources, programs and policies that benefit people aging with HIV in Canada.

The HIV and Aging Research Associate reports to **Realize's** Health Programs Specialist.

#### Duties & Responsibilities

Specific duties and responsibilities will include, but are not limited to those listed below and may be subject to change:

##### Evidence Gathering & Analysis

- Reviewing and summarizing peer-reviewed and grey literature
- Recruiting participants and facilitating community focus groups (virtual and in-person)
- Coding transcripts from qualitative interviews
- Participating in team-based analysis of study data

##### Knowledge Translation

- Designing a community resource, incorporating input from an advisory committee
- Drafting a community report based on research findings
- Creating a dissemination plan for resources developed
- Planning community knowledge translation events (web-based and in-person)

##### General

- Attending meetings as required
- Preparing meeting agendas and minutes
- Complying with **Realize** policies and procedures
- Contributing to project evaluation and reporting
- Working with **Realize** staff and committees toward the successful execution of events
- Other duties as assigned

#### Qualifications

- A graduate degree OR equivalent education, training and experience
- Demonstrated success engaging diverse stakeholder groups (people living with HIV, HCV and/or other chronic health conditions, healthcare professionals, researchers, educators, and communities living with HIV)
- Previous success coordinating working groups and/or committees

- Knowledge of the assets, needs and experiences of people aging with HIV in Canada is preferred
- Experience with qualitative data collection (e.g. focus groups, interviews) and analysis (e.g. coding)
- Experience reviewing research literature and other sources of evidence
- Ability to move projects forward by motivating a variety of stakeholders to make valuable contributions to achieving common goals, objectives and activities

## **Skills**

- Well-developed facilitation skills, both in-person and virtual (e.g., teleconferences)
- Excellent written and verbal communication skills
- Strong research skills
- Proficiency in English is required
- Proficiency in French is an asset

**Realize** is committed to fair and accessible employment practices and therefore encourages people living with HIV and other episodic health conditions to apply and self-identify. Upon request, accommodations will be provided for job applicants who require them to support their participation in this recruitment process.

## **To Apply**

Please submit the following documents by **email only** (no telephone or fax) to [hire@hivandrehab.ca](mailto:hire@hivandrehab.ca):

- A brief (maximum 3 pages) resume describing your education and work experience
- A brief (maximum 1 page) cover letter outlining why you are interested in this position

We thank all applicants for their interest, however, only applicants invited to participate in the next stage of the hiring process will be contacted.

For more information on **Realize's** work, see our [website](#).