

HOPE Centre RA

Project Description:

The Work Study applicant would be working to help manage the Toronto Metropolitan HOPE (Health Outcome Promotion and Engagement) Centre for Sexual and Gender Minority People (thehopecentre.ca). The HOPE Centre conducts community-engaged, interdisciplinary research to understand and promote the health of people who identify as members of a sexual or gender minority community. Our research studies the health of people who identify as gay, bisexual, lesbian, queer, pansexual, asexual, and other sexual minority people; and the health of trans, genderqueer, non-binary, and other gender minority people, including sexual and gender minority people who are also members of Indigenous peoples, Black people and other people of colour. The HOPE Centre aims to increase TMU's research capacity to both understand and address the inequities and exclusion experienced by sexual and gender minorities. We also see diversity in all of its facets and complexities and will encourage research examining the intersectional effects of structural violence, including racism, patriarchy, sexism, classism, poverty, homophobia, biphobia, transphobia, ableism, ageism, and citizenship discrimination, on the experiences and health outcomes of sexual and gender minorities. Our research and training are on health and well-being, including the promotion of sexual, mental, and physical health among diverse sexual and gender minorities, including sexual and gender minority people who are living with HIV and other stigmatizing conditions. The HOPE Centre serves as a hub at TMU for researchers in the health sciences and related fields and will actively seek funds from the tri-council and other agencies to conduct rigorous interdisciplinary research. We will publish these findings in scientific/academic journals and will present findings at community-accessible settings and websites.

Our Objectives: Through research, community-engagement, and capacity building, the HOPE Centre will:

1. Contribute to new knowledge about the determinants of health and health equity among sexual and gender minorities
2. Work collaboratively with multidisciplinary researchers in various health disciplines and community partners to identify how research priorities can help improve the health and well-being of sexual and gender minorities in our communities
3. Develop innovative strategies and interventions to reduce social and health disparities and promote the health and well-being of sexual and gender minorities
4. Build research and knowledge translation capacity among students, trainees, community stakeholders, and service providers to implement inclusive, culturally safe, evidence-based health promotion programming, counselling and interventions. For example, we will train community-based and clinic-based health and service providers in evidence-based counselling, psychotherapy, and other treatments and interventions that promote health and well-being.

As noted in the RA Duties and Responsibilities, the RA will help the Centre to build its capacity to submit grant applications, to submit conference presentations and publications, and to assist in organizing meetings.

RA Position Duties and Responsibilities:

- Coordinate and plan the Fall Community Symposium. This symposium will be a knowledge translation and exchange event where the HOPE Centre will learn from the community about their priorities and needs that could be addressed through applied health research.
- Assisting with CIHR and SSHRC grant applications. The RA will learn early in their career about the inner workings of research grants, including how researchers identify topics for future grants through literature reviews, how they design hypotheses and research questions, how they write grant applications, and how peer researchers review grant applications. Conduct literature searches using PubMed, Google Scholar, and other databases. Proofread and format grant proposals. Compile reference lists. Learn how to submit CIHR and SSHRC Grants. Attend meetings where research team members review, discuss, and critique drafts of a grant application.
- Coordinate the HOPE Centre newsletter which will be released once/twice a year.
- Update and create content for the HOPE Centre website and social media.
- Ensure that all the necessary files are complete and organized.
- Follow up with stakeholders if necessary to retrieve missing documents.
- Ensure timely submission of grant applications.
- Assisting with conference presentations and publications.
- The RA will learn early in their career about how researchers translate data into research presentations and publications.
- Conduct literature searches using PubMed, Google Scholar, and other databases
- Proofread and format publications
- Compile reference lists.
- Organizing biweekly and monthly team meetings (over Zoom or if possible, in-person).
- The RA will learn through this experience about how a multidisciplinary team works together to create a new research centre.
- Assisting the Steering Committee in creating meeting agendas.
- Taking notes during meetings.
- Organize quarterly meetings with community members.
- Update list of conference dates and submission deadlines.
- Assist with REB submissions for research projects.

Specific Skills / Knowledge / Experience Required:

- Ability to work effectively and efficiently under pressure
- Excellent time management and organization skills
- Ability to multitask and prioritize multiple competing tasks
- Excellent interpersonal skills
- Strong verbal and written communication skills
- Office administration experience
- Word processing, database, and spreadsheet software proficiency (e.g., MS Office, Google)

Additional assets that would be desirable, but that are not required:

- Strong follow-through

- Experience with sexual and gender minority communities and other marginalized communities (e.g., racialized communities)
- Experience working in sexual health
- Graphic design and content creation
- Experience working in partnership with community-based organizations

Materials Required:

- Resume
- Cover Letter
- Transcript
- References: 2

HOURS: 10-15 hours/week

RATE: \$22/hour

APPLICATION DEADLINE: October 6th, 2023

Please email your application to hivprevmanager@torontomu.ca

Only those candidates selected for an interview will be contacted.