

Training Platform Support Coordinator Canadian Research Initiative in Substance Matters (CRISM): Atlantic Node

The **Canadian Research Initiative in Substance Matters - Atlantic node** is one of five nodes within the CRISM network, a Canada-wide intervention research network in the field of substance use. The goal is to accelerate the transfer of scientific knowledge towards the development of new medications, psychological interventions, treatments, and services for people who use substances and those with substance use disorders.

The CRISM Atlantic node acknowledges that we are working in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Position description: The CRISM Atlantic node is searching for a .50 FTE Training Platform Support Coordinator. The Coordinator will work under the supervision of Drs. Sherry Stewart and Mark Asbridge (Dalhousie University), as part of the CRISM Atlantic Node Core Operating Team (COT). The Coordinator will be responsible for coordination of national training activities, training placements and training related communication across all CRISM nodes. This will include drafting documents (e.g., reports, presentations, webinars, evaluation materials) describing CRISM training activities. The Coordinator will be responsible for investigating avenues for additional funding to support and grow elements of the training programs and the overall management of the CRISM training budget, administrative record-keeping, and coordinating sub-contracts for training placements and stipends. Establishing and maintaining relationships with a diverse group of academic and non-academic node members, as well as some community outreach will be important to the success of the platform.

Required skills and qualifications:

- Post-secondary education in Human Resources or Adult Education, with a minimum two (2) years experience in a training and development focused role. A combination of education and experience will be considered;
- Program management experience, which will have included oversight of funds, trainee oversight, accountability
- Knowledge of and experience working within academia; health; and/or government systems (experience in addiction and mental health systems is strongly preferred);
- Proficiency in MS Office suite and related training systems;
- Strong written and oral communication skills (French language skills considered an asset);
- Awareness and cultural competency working with persons with living and lived experience and Indigenous stakeholders and populations;
- Highly organized and detail-oriented, good time management skills;
- Ability to take initiative, work well individually and as part of a team, respond quickly in a dynamic environment.

Preferred skills and experiences:

- Ability to establish and maintain well-functioning professional relationships with a variety of individuals and groups drawn from academic and non-academic interests;
- Experience and understanding of the research pipeline (academic and other funding structures);
- Flexibility for occasional travel and work outside of business hours

Part-time: A 1-year, renewable contract at .50 FT. Extension subject to the candidate's assessment and availability of funds.

Salary: Pay is based on \$50,000 (FTE), adjusted for inflation. Benefits (subject to mandatory deductions from pension and health insurance contributions), health insurance, and annual leave will be based on the conditions for part-time positions held by grant-paid employees at Dalhousie University.

Position Location: Dalhousie University, Halifax, Nova Scotia.

Immigration requirements: In accordance with Canada immigration requirements, priority will be given to Canadian citizens and permanent residents.

Posting deadline: February 22nd, 2025 or until the position is filled. **E-Mail** Cover letter & CV to: jennifer.crisp@gmail.com.

Application Consideration: CRISM Atlantic is also looking to fill a Knowledge Translation Agent (KTA) role and would consider applicants with relevant experience in these two areas interested in combining the two roles to create a full-time role. Follow this link for KTA role. **If applying for the combined role, submit a resume and cover letter reflecting such.** Thank-you to all applicants. Only candidates selected for an interview will be contacted.



CANADIAN RESEARCH INITIATIVE IN SUBSTANCE MATTERS
INITIATIVE CANADIENNE DE RECHERCHE SUR LES IMPACTS DES SUBSTANCES PSYCHOACTIVES



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