

## Knowledge Broker

**Full-time, contract position:** 35 hours/week until March 29, 2024.

**Remote:** must reside within & be eligible to work in Canada.

**Salary range:** \$72,500 - \$77,500, commensurate with experience (benefits not included).

**Starting date:** January 2023

**Application deadline:** December 23, 2022; review of applications received will begin December 12, 2022 and we may begin interviewing candidates before the closing date.

### Summary

Reporting to the Manager, Knowledge Mobilization, the primary role of the Knowledge Broker is to support the development, implementation, and evaluation of knowledge mobilization activities in support of the CCSMH's Moving Evidence to Action Project and additional CCSMH projects.

### Description

The CCSMH's mandate is to promote the mental health of older adults by connecting people, ideas and resources. We are a multi-sectoral and interdisciplinary coalition with members representing clinicians, administrators, researchers, older adults and caregivers. We believe that mental illness is not a normal consequence of aging. All older adults have the right and deserve to receive services and care that promotes their mental health and responds to their needs.

Reporting to the Manager, Knowledge Mobilization, the primary role of the Knowledge Broker is to develop strong, supportive relationships among diverse stakeholders; build strategic alliances and partnerships; and develop, implement, and evaluate knowledge mobilization activities in support of the CCSMH's *Moving Evidence to Action Project* and additional CCSMH projects. The goal of this project is to increase the uptake and impact of evidence-based products, tools, and activities across priority topic areas including, anxiety disorders, depression, behavioural symptoms of dementia, and substance use disorders among older adults.

### Responsibilities include, but are not limited to:

- Applying best practices in knowledge mobilization (e.g., communications, education/training, toolkit development, stakeholder engagement, co-creation of products).
- Designing appropriate, engaging, and high-quality knowledge mobilization products, tools & activities to support practice change.
- Planning and facilitating meetings, presentations & events.
- Tailoring knowledge mobilization efforts for different audiences and communication channels.
- Engaging with diverse stakeholders to build positive partnerships.

- Collecting, organizing, analyzing and reporting on qualitative and quantitative feedback & evaluation data.
- Being responsive to the knowledge and understanding of the culture, history & current oppressions experienced by Indigenous peoples and racialized communities.
- Ensuring ethnic, spiritual, linguistic, familial, and cultural differences are respected.
- Taking initiative, working in a dynamic team, and being flexible to learn & adapt in an evolving environment.

**Skills/qualifications include, but are not limited to:**

- Post-secondary education in a related field (e.g., health, communications, public relations, adult education, change management, etc.).
- 2+ years' experience in knowledge mobilization, knowledge translation, implementation science, health promotion, stakeholder engagement, communications, and/or education.
- Exceptional interpersonal skills to help build relationships within the CCSMH and with diverse external stakeholder groups (problem solving, consensus building, ongoing engagement).
- Strong verbal and written communication skills, including excellent oral presentation skills & ability to tailor messages to key audiences.
- Ability to develop responsive, interesting original content for a wide range of print, audio, and web-based products & activities.
- Superior organization and project management skills, including excellent time management, attention-to-detail & prioritization skills.
- Demonstrated analytical, problem solving, and critical thinking skills that involve the use of data & information.
- Ability to work independently in a remote environment and as part of a multidisciplinary team.
- Strong computer skills including the ability to use various applications to build knowledge mobilization products, tools, resources, and activities, including MS Office applications, Zoom, Dropbox, and Canva.
- Creativity, adaptability, diplomacy, and tact are essential skills.
- Certification in knowledge mobilization/translation is an asset.
- French language and additional language skills are an asset.
- Passionate about working on issues relating to mental health and aging is an asset.

**WORKING CONDITIONS:**

- Must be located in and eligible to work in Canada.
- This is a remote position. Reliable internet access is required.
- Generally, the hours of work are Monday - Friday business hours with recognition of multiple time zones for a pan-Canadian initiative.
- Periodic travel may be required.

**APPLICATION PROCESS:**

- Please include a cover letter with your resume explaining why you meet the requested qualifications. Submit as one PDF document.
- Please submit applications to [CCSMHjobs@secretariatcentral.com](mailto:CCSMHjobs@secretariatcentral.com) with your name & Knowledge Broker in the subject line.
- We are committed to accommodating individuals with disabilities throughout the recruitment process. If you require accommodations, please indicate so in your application.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.