



Job Description – Research Assistant

About Us

The Canada Fetal Alcohol Spectrum Disorder Research Network (CanFASD) is a collaborative, interdisciplinary research network, with collaborators, researchers, and partners across the nation. It is Canada's first comprehensive national Fetal Alcohol Spectrum Disorder (FASD) research network.

CanFASD's unique partnership brings together many scientific viewpoints to address the complexities of FASD, with a focus on ensuring that research knowledge is translated to community and policy action. Our mission is to produce and maintain national, collaborative research designed for sharing with all Canadians, leading to prevention strategies and improved support services for people affected by FASD.

Effective Date: ASAP

Position: Research Assistant – Part-time (75% of full time hours), one-year contract (continuation possible, dependent on funding)

Salary: Salary dependent on experience and education

Reports To: Executive Director

Job Description

The Research Assistant supports CanFASD Research Associates, Research Leads, and senior staff with numerous projects. Tasks may include identifying potential funding opportunities, performing literature reviews, organizing meetings and events, and developing knowledge translation tools/resources.

Key Responsibilities:

Supporting CanFASD researchers on numerous projects in the areas of Child Welfare, policy, and knowledge translation.

- Assisting in planning for webinars
- Assisting with blog or newsletter writing, translating research to plain language

- Performing literature reviews
- Preparing manuscripts
- Organizing events and meetings
- Administrative duties
- Participating in research discussions
- Contributing to ethics applications
- Preparing conference abstracts or presentations

Qualifications

- Minimum of master's level education and experience as a Research Assistant

Send resumes to **info@canfasd.ca**