



PROJECT & RESEARCH ASSISTANT

(Contingent upon receipt of funding from the Canada Summer Jobs Program)

Position Information:

- Duration of this position is 16 weeks @ 35 hours/week (560 hours).
- Home office (virtual) environment with access to a laptop and internet is required.
- Bilingual an asset
- Compensation is \$18.00/hour.
- The Canada Summer Jobs program is open to individuals between the age of 18-30 years old.
- Candidates meeting the requirements outlined below will be screened and offered an interview.

This position will be responsible for helping deliver and grow Migraine Canada's strategy. Primary responsibilities will be supporting the Executive Director in delivering programs and initiatives set out in the operational plan.

The team at Migraine Canada all contribute to administrative tasks that may not be outlined in essential duties.

ESSENTIAL DUTIES:

1. Health inequities and disparities exist in Canada. They are persistent, and in some cases, growing. Many of these inequities are the results of individuals' and groups' relative social and economic disadvantages. Inequities in health outcomes or access to care can also be systemic where disparities are observable between population groups.

Migraine does not discriminate. It impacts all people, regardless of where they live. Migraine Canada would like to understand and raise awareness about inequities in services and care related to programs, service delivery, treating, and managing migraine, and self-advocacy.

Tasks will include:

- a. Creating a mind map of stakeholders of influence.
 - b. Crafting messaging and outreach to targeted stakeholders
 - c. Environmental scan of other countries where migraine is recognized officially as a disease.
 - d. Research & summarize studies on migraine and marginalized communities
2. Employers - Collaborate in the work initiated related to our Employer strategy to raise awareness and educate employers on the impact migraine has in the workplace.

- a. Assist in researching largest and mid-sized companies in Canada and understand programs they offer employers.
 - b. Research and create a database on unions in Canada.
 - c. Assist in the development of resources.
3. Research opportunities (Canadian Women's Associations, Chamber of Commerce, etc) to raise awareness with non-traditional stakeholders.
4. Assist with drafting survey's for future launch
5. Advocacy Support
 - a. General
 - i. Update contact database.
 - ii. Research non-disease organizations aligned with Migraine Canada's mission and vision.
 - iii. Research existing websites and support resources.
 - b. Research Insurance companies' websites for information on disability and/or wellness programs (i.e., Canada Life, Green Shield, Manulife, GreatWest Life.
6. Support the Executive Director with operational tasks and projects as necessary including grant writing

SKILLS REQUIRED:

1. Ability to work independently.
2. Proven problem-solving/multitasking skills.
3. Experience with social media and other web-based communication methods.
4. Strong verbal and written communication skills.
5. Attention to detail and design.

Career Related Fields of Study

BUSINESS/PROJECT MANAGEMENT: experience managing a project with multiple tasks requiring execution simultaneously.

NON-PROFIT ADMINISTRATION: exposure to multidisciplinary skills required to effectively manage a non-profit organization including fundraising, project management, budgeting, and advocacy.

Interested candidates can email executivedirector@migrainecanada.org including a cover letter and resume.