

Position Title:	<b>Knowledge Broker, Harm Reduction</b>
Service:	Knowledge Exchange
Reports to:	Manager, HIV and Harm Reduction
Position(s) Supervised:	None
Status:	Full-time, Contract (two years)
Location:	Remote and hybrid
Posting Date:	July 18, 2025
Salary:	\$60,000*

### **A. About CATIE**

CATIE strengthens Canada's response to HIV and hepatitis C by bridging research and practice. We connect healthcare and community-based service providers with the latest science, and promote good practices for prevention, testing, treatment and harm reduction programs. As Canada's official knowledge broker for HIV and hepatitis C, you can count on us for up-to-date, accurate and unbiased information.

### **B. Primary Role**

The Knowledge Broker, Harm Reduction, is a resource within CATIE for the implementation of harm reduction knowledge mobilization. This includes development of resources and delivery of online and in-person activities. This work involves collaboration with key community organizations and networks, including service providers who work with people who use drugs and people with lived or living experience. This position is supervised by the Manager, HIV and Harm Reduction, and works with other CATIE teams. The location of this position is flexible and can be full-time remote or a combination of full-time remote and at the CATIE office in Toronto. This position will also have occasional travel within Canada.

### **C. Key Responsibilities**

#### **Job Responsibility #1: Planning and delivery of harm reduction knowledge mobilization activities and events (50%)**

1. Curate and host knowledge mobilization activities and events in harm reduction.
  - a. Leads the planning and delivery of virtual and in-person activities that increase knowledge and capacity to work with people who use substances (such as webinars, dialogues, and curated panel presentations).
  - b. Identifies opportunities for harm reduction knowledge mobilization activities and events, including partners and speakers.
  - c. Coordinates all activities, including internal processes (e.g. liaising with CATIE's KTE and Communications teams) and provides support through presenting, facilitating and offering technical support, as needed.
  - d. Collaborates with external partners, advisors, and speakers, and other CATIE staff to plan and deliver activities.

**Job Responsibility #2: Planning and development of evidence- and practice-informed tools and resources to enhance harm reduction programs and services (30%)**

1. Leads the planning and development of knowledge exchange tools and resources (e.g. videos, rapid synthesis articles) that explore new, emerging and foundational topics in harm reduction.
2. Collaborates with CATIE staff and external stakeholders to identify relevant topics for CATIE audiences.
3. Leads the development of written content (e.g. video storyboards, rapid synthesis articles) and engages people with lived and living experience to co-develop resources that integrate knowledge from lived expertise, harm reduction practices and research findings.
4. Collaborates with CATIE staff on the development of resources, including content specialist staff and the Communications team.

**Job Responsibility #3: Supports harm reduction knowledge exchange and mobilization through coordination of issue-focused external working groups (20%).**

1. Plans and facilitates coordination of issue-focused external working groups, to capture practice-based knowledge and expertise and to steward collaboration and knowledge sharing.
2. Gathers and assesses relevant knowledge and information on developments related to the health and wellbeing of people who use drugs, and information on emerging trends and practices in harm reduction on the frontlines.
3. Shares knowledge of emerging harm reduction trends, practices or issues within CATIE to inform work by the harm reduction team and other teams.
4. Provides content expertise in the areas of harm reduction, knowledge exchange and community engagement for harm reduction initiatives.
5. Collaborates with internal and external stakeholders to assess new developments and plan knowledge exchange activities to share relevant learnings with pan-Canadian stakeholders.

**D. Knowledge and Skills Required**

1. Understanding of the role of evidence and experience with implementing knowledge exchange/mobilization principles.
2. Degree/diploma in a related discipline, or equivalent work experience.
3. Knowledge of and experience working/volunteering in front-line harm reduction practice, including working as a person with lived or living experience of substance use.
4. Experienced in designing and executing creative and engaging virtual and in-person educational and capacity building initiatives.
5. Excellent project management skills.
6. Superior writing and editing skills with the ability to explain complex information using clear and simple language.
7. Superior verbal communication skills, including the ability to facilitate national webinars, present publicly and be an effective and professional organizational representative. using clear language and presentation and group facilitation skills.
8. Demonstrated ability to work independently, to set priorities and work schedules to meet deadlines, and the ability to be tactful, discreet and sensitive to confidential matters.
9. Understanding of health equity, social justice and harm reduction principles.

10. Research skills and experience in identifying, gathering, evaluating, interpreting and synthesizing information from external sources, particularly scientific and medical journals, online databases and grey literature.
11. Ability to work flexibly and take on a variety of tasks as a member of a small team.
12. Knowledge of CATIE's mandate, program direction and service philosophy.
13. Proficiency in spoken and written English required; strong French communication skills desirable.
14. Proficiency working in a virtual setting, including using Microsoft Office programs, Microsoft SharePoint, and videoconferencing software.
15. Ability and willingness to travel within Canada up to 3 weeks per year.

### **Benefits of Working with CATIE**

CATIE offers:

- Flexible work and the ability to work anywhere within Canada
- A diverse, inclusive, and supportive team
- Generous leave entitlement
- Benefits that include extended health, dental, and life insurance

*Our team includes people from diverse cultural, ethnic and linguistic backgrounds. Although we are proud to offer all of our activities in French and English, internal communications are mostly in English.*

*CATIE is committed to employment equity and encourages applications from Black, Indigenous and racialized people, people of all gender identities and sexual orientations, and people with disabilities. CATIE also recognizes the need for experience, knowledge and guidance from communities disproportionately affected by HIV and hepatitis C, including people living with HIV or with current or lived experience of hepatitis C or substance use.*

*HIV and hepatitis C disproportionately affect many racialized communities, yet these communities are underrepresented in paid staff positions of many HIV and hepatitis C organizations, including CATIE. We are working to change this by prioritizing anti-racism in our work and our operations, and striving to create a diverse, equitable and inclusive environment for racialized people to work and thrive.*

*\* Recognizing that salary negotiations in the hiring process often increase gender and racial disparities, the posted salary is determined and fixed prior to candidate selection and is part of CATIE's commitment to pay equity.*

Interested applicants should visit our website at [www.catie.ca](http://www.catie.ca).

E-mail applications preferred. No phone calls, please. We thank you for your interest, however, only those applicants to be interviewed will be contacted.

**Deadline for applications:** Wednesday, August 6, 2025

**Submit applications to:** [jobs@catie.ca](mailto:jobs@catie.ca)

**NOTE:** To reduce the number of "spam" responses to this posting, respondents must include the following text in the subject line of your e-mail: CATIE 2371.

Please submit your application using the following format **Last Name\_First Name\_CV**