



# Knowledge Mobilization Assistant

## Job Description:

Iyé, a social enterprise, community-based organization, is seeking a Knowledge Mobilization Assistant to support us in analyzing and synthesizing data from two recent surveys, namely the Small Scale Farmers Survey (SSFS) and the Culturally Relevant Crops Survey (CRCS). The successful candidate will be responsible for transforming the survey data into accessible and enjoyable formats, primarily through the creation of graphics and visual representations. The goal is to share the survey results with our community partners, the public, and relevant organizations.

## Deliverables:

- **Analyze survey data:** Review the responses received from the Small Scale Farmers Survey (SSFS) and the Culturally Relevant Crops Survey (CRCS) and extract key insights and trends.
- **Create visuals and infographics :** Develop a series of graphics, infographics, and charts that visually represent the survey data. Ensure the visuals are engaging, clear, and accessible to a wide range of audiences.
- **Develop reports:** Prepare two reports based on the survey findings. The first report will be a short-form summary targeting the community, comprising a few pages of concise information accompanied by a minimum of five to 8 visuals. The second report will be a longer-form version with in-depth interpretations and analysis, suitable for Government bodies (Ministry of Agriculture and, Ministry of Social Development and Poverty Reduction), CRFAIR, the Ministry of Agriculture, and other interested food organizations. This report should include a minimum of eight visuals.
- **Incorporate quotes:** Select relevant and impactful quotes from the surveys to be included in the reports, providing a human element and authentic voices to support the data.



## Skills, Experiences, Competencies:

- Strong analytical skills: Ability to analyze survey data, identify trends, and draw meaningful insights.
- Data visualization expertise: Proficiency in creating visually appealing and informative graphics, infographics, and charts using software tools (e.g., Adobe Creative Suite, Microsoft Excel, Tableau, etc.).
- Communication skills: Excellent written and verbal communication skills to present complex data in a clear and accessible manner.
- Knowledge mobilization experience: Familiarity with knowledge transfer techniques and strategies to effectively communicate research findings to diverse audiences.
- Deep passion for topics related to food sovereignty, food insecurity, mutual-aid, and land-based systems within Indigenous, Black, and People of Color (IBPoC) communities.
- Familiarity with Wix, a website building platform. Knowledge of Google Suite, databases, and various social media platforms.
- Familiarity with agricultural or food-related surveys: Basic understanding of the challenges and opportunities faced by small-scale farmers and the importance of culturally relevant crops is advantageous.
- Intersectionality approach: Recognizes and appreciates the intersecting identities and experiences that individuals in our communities may hold, such as race, ethnicity, gender identity and expression, sexuality, and ability, and understands the importance of inclusive and equitable practices.
- Trauma-Informed Lens: Engages with equity denied groups through a trauma-informed lens, recognizing the potential impact of historical and ongoing traumas and utilizing appropriate approaches to support individuals and foster community-centered healing.



## Funding:

This opportunity is funded by Canada Summer Jobs with a base salary of \$15.65/hour, which lyé will top up to \$27/hour. With this, the candidate must be between 18-30 years of age and be either a Permanent Resident or Canadian Citizen.

The successful candidate will receive payment for their services, to be paid upon completion of deliverables once approved by the lyé team. The compensation breakdown is as follows: 8 week term for 35 hours/week at \$27/hour. Hours and timeline can be flexible for the right candidate.

## Beneficiaries:

The outcomes of this role will benefit the following stakeholders:

- **Organizations:** Community partners, government entities, CRFAIR, the Ministry of Agriculture, and interested food organizations will gain insights to inform their policies, programs, and initiatives,
- **Equity deserving groups and community at large:** The accessible reports and visuals will empower community members by providing them with valuable information about culturally relevant crops in the Capital Region,
- **Small event:** The reports can also be used to support a Community Knowledge Mobilization event where we can introduce this research to the community! The intention is to inform small-scale farmers and other community organizations, fostering knowledge exchange and collaboration within the community,
- **Small-scale Farmers:** the data from this report will impact the planning of small farmers in the region, informing them of the gaps and needs of the community, and creating capacity for them to start growing more culturally relevant crops that we can then access to distribute to community members.



## Additional Information:

**Duration:** This is a temporary position, expected to last approximately 8 to 12 weeks.. The workload will vary depending on the availability of survey responses and the complexity of data analysis and visualization.

**Remote Work:** The Knowledge Mobilization Assistant will have the flexibility to work remotely, utilizing their own computer and software tools. Regular communication and collaboration with the Iyé team will be conducted through virtual channels.

**Timeline:** The successful candidate should be available to start immediately upon selection. The completion of deliverables, including the short-form and longer-form reports, should be within the agreed-upon timeframe.

**Support:** The Knowledge Mobilization Assistant will receive support and guidance from the Iyé team throughout the project. Regular check-ins and feedback sessions will be scheduled to ensure progress and quality of work.

**Ownership:** All reports, graphics, and visuals created during this project belong to the community and are stewarded by Iyé. The Knowledge Mobilization Assistant will be acknowledged for their contributions in the reports, as appropriate.

**Equal Opportunity:** Iyé is an equal opportunity employer. Applicants from diverse backgrounds and underrepresented communities are encouraged to apply.

Applications should be sent to [creativecollective@iyeherstories.com](mailto:creativecollective@iyeherstories.com) with the subject **Knowledge Mobilization Assistant**. Additionally, if you anticipate needing accommodations during this position, please let us know. Any personal information provided will be maintained in confidence.

Please note that only shortlisted candidates will be contacted for an interview. We appreciate all expressions of interest and referrals from the community.

**Note:** This job description is for informational purposes only and is subject to change based on the specific needs of Iyé.