



Canadian Water Network  
Réseau canadien de l'eau



National Collaborating Centre  
for Infectious Diseases

Centre de collaboration nationale  
des maladies infectieuses

## Engagement and Knowledge Mobilization Specialist (Bilingual, French/English)

Are you interested in supporting public health officials responsible for tracking and responding to infectious diseases in the community? Do you have a talent for bringing busy people together to share knowledge and expertise? Are you skilled at synthesizing information from various sources for a public health audience? Do you have a knack for staying organized and keeping on top of multiple priorities? Are you bilingual?

The successful candidate will support a joint program hosted by CWN and the National Centre for Collaboration on Infectious Diseases (NCCID) that helps health authorities interpret the meaning of wastewater-based surveillance (WBS) data for their communities and effectively communicate these results to decision-makers and the public. This role is a 12-month contract position, subject to funding, that runs from April 1, 2024 to March 31, 2025.

Consider joining us if you are motivated by:

- Playing a central role in the daily operation of a program that connects public health professionals to share knowledge and build collaborative capacity.
- Working with a diverse team to engage a pan-Canadian network of public health professionals at the national, provincial and local levels.
- A strong desire to continuously learn while supporting the learning and collaboration of others.
- Working in a dynamic, fast-paced and agile environment.

### About Canadian Water Network

CWN is a national non-profit that supports decision-makers in addressing complex water-related challenges at the intersection of Communities, Health, and Climate. CWN convenes cross-sectoral networks of professionals to promote peer-to-peer learning, catalyze collaboration and accelerate action. Learn more about CWN on our [website](#).

### About the WBS program

CWN and the National Collaborating Centre for Infectious Diseases (NCCID) have formed a strategic partnership to offer a [peer learning program](#) for public health practitioners and officials who are working with WBS data. The program's goal is to support public health officials and practitioners to effectively understand and interpret WBS data for SARS-CoV-2 and other pathogens and agents and to communicate with policymakers and the public.



Program participants will include local public health practitioners from across Canada, provincial public health agencies and Indigenous communities where WBS programs are underway. Through a series of monthly virtual meetings and at least one in-person event, the program will facilitate knowledge sharing and peer learning, assess needs and develop materials to support data interpretation and communication of WBS findings as well as ethical considerations of WBS with Indigenous communities. Three-four meetings of provincial officials will focus on the scope and scale of future provincial WBS programs. This program fills a critical gap by enabling effective collaboration and communication across all levels of the WBS ecosystem to support the application of WBS to achieve public health benefits for Canadians.

### Job description

The Engagement and Knowledge Mobilization (KM) Specialist reports to CWN's WBS Program Manager, in association with strategic partner NCCID, to support the implementation of the WBS Program.

The Engagement and KM Specialist brings a flexible and adaptable skillset to support the effective engagement of program participants and invited experts, knowledge mobilization and peer learning within the program, and the development and communication of program outputs to broader audiences.

### Key Responsibilities

- Support the development of materials for peer-sharing groups, including meeting agendas and backgrounders, syntheses of learnings from group discussions, presentation slides, and other materials as assigned.
- Lead the administration and scheduling of virtual peer-sharing group meetings, provincial agency forums, expert advisory group meetings, and presentations by external experts.
- Assist with planning and onsite administration for the WBS Summit.
- Assist in the preparation and dissemination of program-related communications, including social media, website content and presentation slides for external conferences, in collaboration with CWN's Communications Manager and NCCID staff.
- Conduct background research and assist the WBS Program Manager in the development of briefs and plain language reports by synthesizing information collected from sources such as surveys, interviews, peer-sharing groups and triads, input from expert advisors, workshops discussions, databases, peer-reviewed literature, and policy or regulatory documents.
- Support the development and implementation of an end-user needs assessment based on learnings from peer-sharing group discussions and the WBS Summit, and assist in developing a needs assessment report.



- Working closely with the WBS Program Manager and NCCID staff, assist in development of guidance materials (frameworks, training, or other resources to be determined based on the end-user needs assessment) that facilitate WBS data interpretation and communication for public health practitioners.
- Support the collection of evaluation data through surveys and other mechanisms throughout the program.
- Assist in the interpretation and communication of evaluation data for the program team to inform program activities and direction.
- Provide data to support an external third-party program evaluation.
- Support the development of a final project report to program funders and participants.

### Knowledge and Experience Requirements

- A master's degree in social science, environmental science, public health or a related field.
- 2-3 years of professional experience related to knowledge mobilization, communications, stakeholder engagement, program coordination and/or program evaluation. Ability to prepare and deliver effective presentations, and to develop and tailor external communications products and key messages for informed but non-expert audiences.
- This is a bilingual position. Fluency in written and spoken English and French is **required**.
- Solid understanding of program evaluation and knowledge mobilization theory or practice.
- Prior experience working to support and/or implement programs within Indigenous communities is an asset. Prior experience working in or with public health agencies, particularly in relation to the COVID-19 pandemic response, is an asset.
- Demonstrated ability to communicate with, seek and receive guidance from program participants, experts and knowledge-holders who are volunteers. Tact, good judgement and strong interpersonal skills are essential. Active listening skills are critical.
- Superior research and writing skills, with a demonstrated ability to digest complex concepts, examine and incorporate diverse perspectives, and summarize key insights effectively for a range of expert and non-expert audiences.
- Strong organizational skills, with an ability to schedule and manage multiple priorities. A strong sense of self-motivation and an ability to work independently and collaboratively within a cross-functional team structure while managing tight project timelines.
- Professional training or certification in knowledge mobilization, project management or program evaluation is an asset.



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## Why Canadian Water Network

We have a collaborative culture filled with genuinely good people. In this role, you will join a well-respected nonprofit to connect knowledge with current and emerging water leaders across Canada to advance, accelerate and improve decision-making in the water, health, climate and communities space. Our flexible work policy – we recognize the importance of balance in our lives and encourage you to prioritize the balance in yours.

## Work environment

Although CWN offices are located in Waterloo, Ontario, our team works in a hybrid environment, where the majority of staff work from home and come together in-person several times a month. Fully remote positions are also considered. Consequently, CWN will consider candidates from anywhere in Canada in support of our pan-Canadian network.

## Terms of employment

The Engagement and KM Specialist is a full-time, fixed-term contract position beginning April 1, 2024 and ending March 31, 2025, subject to funding. You must be based, and have the legal right to work, in Canada.

This position requires some domestic travel, including the ability to travel to Winnipeg for an in-person summit in the Fall of 2024, date tbc.

## Application instructions

Please send your **resume and cover letter in English**, sharing your interest in this position to [careers@cwn-rce.ca](mailto:careers@cwn-rce.ca) as soon as possible; we will begin interviewing candidates in late February on a rolling basis until the position is filled. Our commitment is to support a diverse, equitable, and inclusive work environment and hire the best candidate. To eliminate any bias in our application review process, please withhold all identifying information from your application's attachments (including your name, address, personal social media accounts, etc.). Your name and contact information should be included in the body of your email so we can contact interview candidates. The position will be posted until we have found the ideal candidate.