**Job Title:** Knowledge Translation Podcast Coordinator

**Department:** Department of Psychology

**Location:** Vancouver Campus

**Job Summary**

The Women’s Health Research Cluster is recruiting two Knowledge Translation Podcast Coordinators to assist with the development and facilitation of a new multidisciplinary **Women’s Health Podcast**.

The Knowledge Translation Podcast Coordinators will work with a cross-functional team to develop and host a new multidisciplinary Women’s Health Podcast, which will bring cutting edge research on diverse topics including hormone therapy, brain health and COVID-19 to the general public. The incumbents are responsible for planning, hosting, recording and editing monthly podcast episodes together.

Ultimately, the Knowledge Translation Podcast Coordinators are responsible for creating compelling content to help us achieve our vision and mission, which are to create a future where women can live a healthy and equitable life from birth to old age (vision) by promoting, expanding and catalyzing women’s health research (mission).

**Work Performed**

In consultation with the Women’s Health Research Cluster senior leadership team, the successful candidates will:

* Develop a show template with input from key knowledge translation specialists including Zachary Rothman (Senior Producer & Creative Lead, Video & Digital Media, UBC).
* Plan monthly episodes by building episode themes, identifying and recruiting guest speakers.
* Gather facts and information about podcast topics to help facilitate rich conversation.
* Record and host monthly podcasts either remotely or on campus, depending on physical distancing restrictions; ensure language used to discuss scientific concepts is tangible for a lay audience.
* Edit podcast audio using specialized software such as Zencastr.
* Utilize recording equipment such as preamplifiers and digital audio workstation microphones.
* Meet regularly with knowledge translation experts, such as Nicole Prestley (KT Specialist) and Melissa Nelson (host of @WomensResearch podcast) to learn about best practices for knowledge translation through podcasting and gain guidance throughout the year.
* Create various promotional assets such as posters and press releases; work with our team to advertise the podcast with local media outlets.
* Plan messaging for social media posts to advertise the podcast.
* Evaluate podcast impact by generating and analyzing data related to search optimization, social media, click-through rates and web analytics.

**Organizational Status/Supervision**

Reports to the Director, Women’s Health Research Cluster with supervision by the Network Manager. The Coordinator will also liaise with diverse professionals including guest speakers, digital media producers, knowledge translation specialists and other podcast hosts.

**Consequence/Complexity**

The work and decisions of the Knowledge Translation Podcast Coordinators will have an impact on the Women’s Health Research Cluster’s efficacy, particularly related to achieving its vision. Further, as a relatively new organization it is critical for us to build a reputation as reliable sources of credible information for general consumers. Thus, is it pertinent for the candidates to be professional, knowledgeable and able to engage guests in an easy-to-understand way for listeners. The position requires the ability to maintain accuracy with strong attention to detail and to exercise good judgment, tact and discretion. The position requires the student to exercise exceptional organizational skills and good judgment when in high pressure situations. Inappropriate or incorrect communications reflect poorly on the Women’s Health Research Cluster. Inattention to detail on research discussed on the podcast would impact the clusters reputation.

**Qualifications, Experience and Fit**

* Must be eligible for UBC’s Work Learn Program.
* UBC graduate students in media studies, neuroscience, journalism, psychology, or an appropriate combination of relevant skills and experience will be considered.
* Experience with audio recording and editing software is an asset.
* Excellent oral communication skills, as well as demonstrable creativity, accuracy and attention to detail.
* Ability to research and understand diverse subjects including neuroscience, social determinants of health, gender equality as well as sex and gender-based analysis.
* Well-developed planning and organizational skills; ability to multi-task and prioritize.
* Can work independently and in teams.
* Ability to exercise initiative, resourcefulness and sound judgment.
* Eager to learn new technologies.
* Be adaptable, responsive, collaborative and enthusiastic about producing high quality products that further the reputation and presence of our cluster.

**Student Learning Components**

*Orientation and Training:*

* A workplace orientation will be provided to familiarize the student to resources within the cluster and at UBC. The clusters vision, mission and strategic plan will be reviewed to ensure the student understands how their role supports the goals of the cluster.
* The student will be encouraged to complete UBC-wide training initiatives, such as COVID-19 Safety Training & Rules, Health and Safety, Privacy Matters, Bullying and Harassment, and Positive Space.
* Hands-on training in podcast development and facilitation will be provided regularly by three knowledge translation professionals (Zachary Rothman, Senior Producer & Creative Lead, Video & Digital Media, UBC; Nicole Prestley, Knowledge Translation Specialist, Women’s Health Research Initiative; Melissa Nelson, host of @WomensResearch podcast). Guidance will include, but is not limited to, best practices for knowledge translation through podcasts, audio recording and editing, and show template development.
* Bi-weekly meetings will be held with the clusters Director, who will provide additional guidance and support related to scientific content, public speaking and potential guests.
* In addition, there will be opportunities for students to attend our online communication workshops and webinars related to women’s health.

*Feedback, Support and Reflection:*

* The student and supervisor will have weekly project Zoom meetings to discuss priorities, brainstorm ideas and problem solve.
* The supervisor will be in daily contact with the student through Slack, email and phone when needed.
* The Director will hold bi-weekly meetings with the student to provide guidance and support related to scientific content, public speaking and potential guests.
* The student will receive on-going feedback and recognition in addition to ongoing performance management outlining expectations and any training requirements.
* The student will have a mid-term check-in/evaluation and an exit interview.
* Goal setting, self-assessment and personal development planning will be encouraged and supported.

*Personal and Professional Development:*

* In this position, the student will strengthen their public speaking, knowledge translation and technical skills. They will develop a sound understanding of the optimal strategies used to communicate research through podcasting and will become adept in using technology required to do so.
* The student will develop relationships with multiple knowledge translation professionals, our Director and multidisciplinary researchers who come on the podcast as guests. This will bolster their professional networks, which could be useful for knowledge translation initiatives they pursue in the future.
* The student will be able to build their portfolio of digital communications. Having published content will help establish and give the students exposure, which may lead to further opportunities in their career path.
* Through this position, the student will develop a strong understanding and expertise in content curation—skills that are increasingly important in the workplace today.
* The student will develop evaluation skills by measuring the impact of each episode and develop a sound understanding of project management practices.
* This position will expose the student to a wide variety of research, which will foster deeper content expertise in women’s health.
* Depending on the background of the successful student, there is the opportunity for them to showcase their own research, which adds to their exposure through this project.

*Classroom Learning, Workplace Skills and Competencies:*

* The student will have an opportunity to build on their classroom learning by developing, exploring, implementing and evaluating creative communication ideas and strategies.
* The student will manage their own project schedule and priorities, with support from the supervisor when needed. The student makes decisions on how best to execute the tasks. This will help them utilize their own judgment and time management in the classroom.
* The student will lead meetings with staff, faculty and other professionals to develop podcast episodes and recruit guests.
* The student will build their collaboration skills by working in a supportive work environment with open communication, shared brainstorming, and problem solving. These skills will be particularly fine-tuned through the co-development and co-facilitation of the podcast with their Knowledge Translation Podcast Coordinator partner.
* Students in psychology or neuroscience will be exposed to research relevant to their degrees and will develop a knowledge of science communication. In addition, they will be able to think critically and gather, sort, store and use information to turn knowledge into engaging discussions. They will also have the opportunity to attend the clusters online Women’s Health Seminar Series, which will complement their studies.
* For students in media studies or journalism, they will gain in depth experience in translating research into tangible information for the general public using digital communication technologies. This provides an opportunity for students to put their classroom knowledge into practice.
* This position provides flexibility to allow students to alter their hours on a weekly basis, with communication to supervisor.

*Networking and Mentorship Opportunities:*

* The Women’s Health Research Cluster has a Trainee Network comprised of over 60 students. We have been providing these students with a safe, supportive, and inclusive environment to learn about women’s health and practice professional skills through our various trainee initiatives. The Knowledge Translation Podcast Coordinator will have the opportunity to network and collaborate with students in this network.
* This position is a part of a larger knowledge translation skill building initiative the cluster is launching in September. Through this initiative, the student will meet regularly with knowledge translation professionals to learn about science communication and gain guidance as they practice what they learn.
* The student will collaborate and build relationships with a large number of multidisciplinary professionals, thus providing an opportunity to expand their network.
* The student will also be in a position to interact with UBC digital content development professionals through meetings, which extends their network even further.
* The student will be closely mentored by a world-renowned scientist with expertise in women’s health (Dr. Liisa Galea). Guidance and support will be provided, in addition to opportunities for the student to work independently.

**Salary/Wage:** $21.37/hour | **Hours per week:** 10
**Duration:** September 1, 2020 – April 30, 2021
**Send resumes and cover letters:**Katherine Moore, Cluster Manager | Email: womenshealth.res@ubc.ca