



Canadian  
Children's  
Literacy  
Foundation

Fondation pour  
l'alphabétisation  
des enfants  
canadiens

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## RESEARCH ASSISTANT (CALGARY, ALBERTA)

**Posting date:** March 6, 2025

**Closing date:** March 31, 2025 (Applications will be reviewed as they are received, and interviews will take place on a rolling basis until the role is filled)

**Compensation:** \$20/hour

**Contract length:** 15–30 hours a week for 3–4 months

**Location:** Calgary, Alberta

The Canadian Children's Literacy Foundation / Fondation pour l'alphabétisation des enfants canadiens ("CCLF") is a charity that was founded in May 2017 with the mission of ensuring that all children in Canada are equipped with the literacy skills they need to achieve their full potential.

CCLF is conducting a research project in collaboration with the Owerko Centre for Neurodevelopment and Child Mental Health (Owerko Centre), and Alberta Health Services (AHS) and is funded by Alberta Children's Hospital Foundation (ACHF).

Working alongside members of the CCLF Programs team and the Owerko Centre, and reporting to the Program Specialist at CCLF, the Research Assistant **will support a research project that will evaluate the implementation of a national healthcare-based early literacy program, *Early Words/Premiers mots*, delivered in Calgary Community Health Centres.** We will examine how the different programmatic approaches influence healthcare providers' literacy knowledge and practices, the beliefs and behaviours of the families they support, and children's language and socioemotional development.

We are looking for candidates with strong organizational skills to support the recruitment and coordination of the project. The ideal candidate will have experience managing administrative tasks, maintaining program records, maintaining client confidentiality, and ensuring effective communication with team members and key partners. This individual will play a crucial role in recruiting families to participate in the study and ensuring that program activities are well-organized and efficiently executed.

### Key Roles and Responsibilities:

- **Clinic Visits & Family Engagement:**
  - Visit clinics to engage with families attending 4-month immunization appointments in Community Health Centres across Calgary, identify eligible participants, and provide information to register for the research study.
- **Data Collection & Survey Distribution:**
  - Collect data and ensure proper file documentation with Alberta Health Services

- Send out consent forms and baseline surveys electronically to participating families.
- **Family Support & Study Promotion:**
  - Provide clear explanations of study procedures to families and answer any questions.
  - Coordinate the display and distribution of study materials (posters, brochures, infographics) in clinic waiting rooms and ensure nurses distribute them to eligible families.

**Qualifications:**

- Able to travel to Community Health Centres across Calgary
- Superior organizational skills, with the ability to manage multiple tasks and timelines.
- Strong administrative skills, including experience with scheduling, managing documents, and providing logistical support
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Proficiency in using design software such as Adobe Creative Suite and Canva for creating visually engaging materials
- Experience developing relationships with partners from diverse backgrounds, with a focus on community-driven engagement

**Assets:**

- Experience working in Indigenous and other equity-deserving communities
- Knowledge of early childhood education or literacy programs
- Familiarity with Alberta healthcare systems and University of Calgary research environments
- Lived or professional experience in First Nations, Inuit, or Métis communities

Please submit your resume along with a cover letter that includes up to four bullet points indicating how you see your background aligning with this role. Applications must be in one file and be submitted only to **Liz Attisano, PhD** at [eattisano@childrensliteracy.ca](mailto:eattisano@childrensliteracy.ca).