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Job Posting Senior Health Promotion & Research Officer

Roots Community Services Inc. (RootsCS) is a multi-service charitable organization that provides culturally-relevant programs and services to inspire individuals, primarily from the Black, African and Caribbean (BAC) communities, to make positive changes in their lives and within their communities. Our aim is to assist our clients by providing pathways for them to achieve their full potential and assist them in finding solutions to improve their health, well-being and quality of life, and to heal from the trauma that inhibits their livelihood.

The Position:

The Senior Health Promotion & Research Officer will lead the development, implementation, coordination, and evaluation of community-based health promotion initiatives and applied research projects that advance equitable health outcomes for Black, African, Caribbean, and underserved communities.

This role combines strategic program leadership, community engagement, data-informed planning, research coordination, partnership development, and policy advocacy to support the organization's mission of addressing systemic barriers impacting community health and well-being.

The successful candidate will work collaboratively across programs, external partners, healthcare systems, academic institutions, and community stakeholders to strengthen evidence-based service delivery, support funding and reporting requirements, and drive impactful health equity initiatives.

- **Type of Work:** Full-Time contract until March 31, 2027 renewable upon available funding
- **Reports To:** Director, Service Delivery
- **Compensation:** \$68,500 - \$72,800 per annum
- **Hours of Work:** 35 hours per week

Job Responsibilities:

These include but are not limited to the following:

Health Promotion & Program Leadership

- Lead the design, implementation, and evaluation of culturally responsive health promotion initiatives.
- Develop community outreach strategies that increase awareness of health services, prevention programs, and wellness initiatives.

36 Queen Street E., Lower Level Brampton ON L6V 1A2 Canada

- Coordinate workshops, campaigns, community forums, and engagement activities focused on health equity and social determinants of health.
- Support strategic planning and program development aligned with organizational priorities and community needs.
- Monitor emerging public health trends and recommend evidence-informed interventions and responses.

Research & Data Management

- Lead and support community-based research initiatives, surveys, needs assessments, and environmental scans.
- Collect, analyze, interpret, and present quantitative and qualitative data to support organizational decision-making.
- Develop evaluation frameworks, logic models, performance indicators, and outcome measurement tools.
- Prepare research summaries, briefing notes, reports, presentations, and funding-related documentation.
- Ensure data collection and reporting practices comply with confidentiality, ethical, and organizational standards.

Partnership & Stakeholder Engagement

- Build and maintain strong relationships with healthcare organizations, funders, academic institutions, government agencies, and community partners.
- Represent the organization at external meetings, working groups, coalitions, and sector tables.
- Collaborate with internal teams to integrate health equity and research-informed practices across programs and services.
- Support knowledge mobilization by translating research findings into accessible community and stakeholder communications.

Funding, Reporting & Policy Support

- Support grant writing, proposal development, and funding applications.
- Prepare funder reports, program updates, impact reports, and evaluation summaries.
- Contribute to policy analysis and advocacy efforts related to health equity, anti-Black racism, mental health, community wellness, and social justice.
- Assist leadership in identifying new partnership and funding opportunities.

Supervision & Leadership

- Provide mentorship and guidance to junior staff, students, interns, volunteers, and placement learners where applicable.
- Support cross-functional collaboration and promote continuous improvement within the department.
- Participate in organizational committees, strategic initiatives, and accreditation-related activities.

Qualifications & Experience

Education

- Master's degree in Public Health (MPH), Health Promotion, Social Policy, Research, or related discipline considered an asset.

Experience

- Minimum 5 years of progressive experience in health promotion, community health, research coordination, program evaluation, or related work.
- Experience working within community-based or non-profit organizations preferred.
- Experience supporting Black, racialized, newcomer, or underserved communities strongly preferred.
- Demonstrated experience in community engagement and stakeholder relationship management.

Knowledge & Skills

- Strong understanding of health equity, anti-oppressive practice, anti-Black racism, and social determinants of health.
- Experience with research methodologies, data analysis, and evaluation frameworks.
- Strong report writing, presentation, and communication skills.
- Knowledge of public health systems, community resources, and funding environments.
- Proficiency in Microsoft Office Suite, survey/data tools, and reporting platforms.
- Strong organizational, project management, and time-management skills.
- Ability to work independently and collaboratively in a fast-paced environment.

Work Environment

All team members contribute to the ongoing growth and sustainability of Roots Community Services (RootsCS) by engaging in fundraising, strategic planning, and other organizational initiatives. Within a collaborative and inclusive environment, each staff member plays a vital role in advancing RootsCS's mission to deliver culturally responsive programs and services that inspire and empower individuals, families, and communities to thrive.

Please email your application with a cover letter to careers@rootscs.org, with the subject line Senior Health Promotion & Research Officer. Please note that we will review applications on a rolling basis until the positions are filled.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.