



## **Global South Artificial Intelligence for Pandemic and Epidemic Preparedness and Response Network (Global South AI4EP Network)** **L'Intelligence Artificielle Pour La Préparation Contre Les Epidémies et Les Pandémies Dans Le Sud Global**

**Position Title:** Communication and Community Engagement Officer

**Research Program:** Global South AI4EP Network

**Contract Term:** 1 year with possibility of extension

**Start Date:** November 01, 2022

**Base Salary:** \$70,000

**Hours of Work:** 35 hours per week

**Reports To:** Network Manager, Global South AI4PEP Network

### **About Global South AI4PEP Network**

This initiative will address existing knowledge and practice gaps in the Global South by establishing a multi-regional network to deepen the understanding of how responsible Artificial Intelligence solutions can improve public health preparedness and response. It will strengthen the capacity of interdisciplinary researchers and policy makers across Africa, Asia, Latin America and the Caribbean, and the Middle East and North Africa, to support early detection, response, mitigation and control of developing infectious disease outbreaks. Projects within the initiative will work closely with governments, public health agencies, civil society and other actors to generate new knowledge and collaborations to inform practice and policies at subnational, national, regional and global levels.

### **Job Purpose:**

This position will support the program's engagement and communications efforts to effectively disseminate and mobilize the research that has been produced and to foster future research opportunities with institutions and Foundations across the world. This position will play a key role in building and maintaining the AI4PEP brand to enhance and promote International Development Research Centre's (IDRC) commitment to supporting innovative and locally championed solutions from LMICs (low and middle income countries) and York's reputation as



the world's leading university in fostering more equitable and responsible approaches to complex health-care needs through the ethical use of artificial intelligence. The incumbent will work closely with AI4PEP team members as well as York University staff and external organizations

## Major Duties:

### Community Engagement – Supports the development and management of relationships on behalf of Global South AI4PEP Network

- **Supports the network in** implementing and maintaining tools for international relations management (e.g., template documents, checklists, guidelines, organization of information)
- Acts as first point of contact for the network, coordinates responses to inquiries from international organizations, global partners, media and other units at York University regarding Global South AI4PEP Network research
- Manages the ongoing maintenance of international research partnership database
- Facilitates the network's engagement with the public in educational science communication initiatives through various communications tools
- Takes note of and builds working knowledge of international research initiatives relating to the Global South AI4PEP Network mandate and advises the Network Manager
- Facilitates community engagement events within Global South AI4PEP, from preparing event materials to all logistical details
- Organizes all logistical and communication details relating to international delegations and institutional missions abroad, in coordination with York International
- Develops and maintains strong working relationships with Communications colleagues in VPRI, York University and in partner organizations

### Communications

- Supports the Global South AI4PEP Network in developing a strategic communications plan engaging the global community with the goal of improving the IDRC and York's global standing and expanding relationships with international research communities, funding agencies and Foundations.
- Under guidance of the Network Chief Scientist and Network Manager, prepares quarterly newsletters and materials reporting on workshops, seminars and other activities for public dissemination
- Develops and maintains the network's web-based infrastructure, including the partnership website and social media platforms
- Analyzes communications efforts by identifying and using suitable metrics and in collaboration with the Network Manager and Chief Scientist, develops plans for improvement and enhancement
- Develops high quality and engaging content (online and print) to build a strong Global South AI4PEP Network brand, promote Global South AI4PEP Network research and enhance Global South AI4PEP Network, IDRC and York's reputation to global audiences



- Uses social media and other platforms, such as Instagram, Tik Tok, YouTube, LinkedIn etc. to engage and disseminate research, where appropriate
- Evaluates effectiveness of content creation strategies and new media technologies and makes recommendations for continuous improvement and how these can be leveraged to promote the project
- Monitors and analyzes social media efforts, identifies and refers potential opportunities and issues to the Network Manager
- Maintains up-to-date knowledge of academic research communications trends and opportunities and makes suggestions to the Network Manager
- Devises ways to engage media and get project news/research into the media using various strategies
- Maintains abreast of all research initiatives under Global South AI4PEP Network and supports Program Manager and VPRI in reporting requirements

#### **Education and Experience:**

- University degree in International Business or Communications related discipline.
- Minimum of 2-years related experience in an academic research environment supporting engagement and communications initiatives.

#### **Skills/Specialized Knowledge:**

- Excellent written and verbal communication skills, including ability to write for a variety of audiences
- Ability to work independently and collaboratively with team members from different functional areas and levels
- Excellent planning and organizational skills with attention to details
- Strong ability to multitask and handle competing priorities with excellent time management skills
- Excellent interpersonal and networking skills
- Excellent computing skills, especially with research, presentations, communications, content development and social media
- Excellent knowledge and hands on experience with Social Media platforms (Instagram, Tik Tok, YouTube, Twitter, Facebook, LinkedIn) and website development and maintenance (WordPress)
- Knowledge of the academic research environment and trends in engagement and communications efforts

#### **Application Instructions**

Please submit a cover letter and resume to the Executive Director of the Global South AI4PEP Network, Prof. Jude Kong at [AI4PEP@gmail.com](mailto:AI4PEP@gmail.com). This position is open until filled.