



Autism
Alliance of Canada

Alliance canadienne de
l'autisme

POSITION DESCRIPTION

Position Title:	Research Assistant
Reports to:	Scientific Director
Office Location:	Canada, remote work- Eastern Standard Time work hours generally
Type:	Full time
Salary:	\$55,000-\$65,000
Start Date:	Immediately

Join Our Team!

About Autism Alliance of Canada

Autism Alliance of Canada is a pan-Canadian network with a broad and diverse membership of Autistic people and their families and support persons, as well as clinicians, researchers, policy influencers, service providers and organizations from across Canada.

We work together as a shared leadership movement to champion a National Autism Strategy that ensures Autistic people have equal rights and opportunities for full participation and acceptance in Canadian society. We harness the power of collective impact as an inclusive organization whose members, board of directors and staff reflect our commitment to Autistic participation in all aspects of our work.

Position Overview:

Autism Alliance of Canada is seeking a detail-oriented, technically skilled Research Assistant to join our growing team. This role is ideal for someone early in their career who brings strong research acumen, knowledge translation skills, and design/communication capabilities who is eager to contribute to national-level change.

As a Research Assistant, you will support a variety of projects under our Research and Data portfolio, contributing directly to our work advancing autism equity and evidence-informed systems change.

Unlike traditional academic settings, this role sits within a non-profit organization driving real time policy work and community impact. You will be part of a small and nimble team where our work directly influences public understanding, informs policy, and shapes better outcomes for Autistic people and their families. You will have the opportunity to work across sectors, support collaborations with diverse partners, and contribute meaningfully to projects with national level reach.

You will work closely with senior leadership, the research team, research trainees, and community partners to produce high-impact outputs and support the operational success of research initiatives and projects.

About you

You are a detail-oriented and purpose-driven professional who thrives in dynamic, mission-focused environments. You bring creativity, initiative, and integrity to your work, whether you're conducting research, coordinating meetings, or translating complex ideas into accessible communications.



You are comfortable navigating uncertainty, adjusting course when needed, and contributing proactively during fast-paced or high-demand periods. You value collaboration, are energized by meaningful work, and are committed to equity, inclusion, and the Autism Alliance of Canada's vision for systemic change.

Key Responsibilities:

- **Project Coordination:**
 - Support the administration, coordination, and execution of research initiatives.
 - Assist in organizing and attending internal and external committee and working group meetings.
 - Provide logistical and planning support for meetings, consultations, and workshops (e.g. scheduling, note taking, materials preparation).
 - Track project timelines, deliverables, and action items to support overall project success.
- **Research & Writing Support:**
 - Conduct literature reviews and environmental scans to inform policy development and research projects and initiatives.
 - Organize, analyze, and synthesize research findings into clear summaries for internal and external use.
 - Assist in the preparation of grant applications, ethics submissions, progress reports, academic manuscripts, and briefing materials.
- **Knowledge Mobilization & Communications:**
 - Contribute to the development of clear, accessible knowledge products (e.g., slide decks, infographics, plain language summaries).
 - Use tools such as **Canva** to help visualize complex information and develop infographics for diverse audiences.
 - Work with the **Communications team** to highlight research initiatives in the Autism Alliance of Canada's newsletter and digital platforms.
 - Help prepare materials to communicate research findings to policymakers, funders, and community partners.
- **Event & Webinar Coordination**
 - Provide support for the planning and execution of webinars, online learning events, and research dissemination activities.
 - Assist with speaker coordination, agenda development, outreach, and follow-up communications for the Autism Alliance of Canada's Annual Leadership Summit
 - Help monitor engagement and collect feedback to inform future event planning.
- **Administrative and Team Support**
 - Manage scheduling and calendar coordination for the Scientific Director, including preparation of meeting materials and follow-up actions.
 - Provide general administrative support to the Research team, including the Research Coordinator, to help ensure efficient project delivery.
 - Maintain organized digital files, shared documents, and communication records across multiple projects.



Specialized Skills and Knowledge:

- **Research and Analytical Skills:**
 - Demonstrated ability to conduct literature reviews, synthesize findings, and support the development of research materials.
 - Strong analytical thinking with the ability to interpret data, identify trends, and draw meaningful conclusions.
- **Understanding of Research Ethics:**
 - Knowledge of ethical considerations related to research involving neurodivergent populations, including consent, confidentiality, and inclusive practices.
- **Technical Proficiency:**
 - Advanced proficiency in Google Workspace (Docs, Drive, Slides, Meet), Canva, Zoom, and communication platforms such as Mailchimp and Eventbrite.
 - Experience with website platforms (e.g., WordPress) and familiarity with Slack and Trello are considered assets.
- **Integrity and Accountability:**
 - Commitment to the highest standards of academic integrity, including proper citation, avoidance of plagiarism, and ethical use of all sources and tools — including generative AI.
 - Ability to critically assess and attribute content in alignment with research ethics and professional standards.
- **Digital Fluency:**
 - Comfort using generative AI tools (e.g., ChatGPT.) responsibly to support content refinement, idea generation, and efficiency — with attention to privacy, accuracy, and organizational voice.
- **Organizational and Time Management Skills:**
 - Ability to manage multiple tasks and deadlines with attention to detail and follow-through in a fast-paced environment.
- **Communication Skills:**
 - Excellent written and verbal communication skills, including the ability to write clearly for diverse audiences and contribute to public-facing content.
- **Collaboration and Independence:**
 - Proven ability to work effectively both independently and within a small, collaborative team.
- **Sector Awareness:**
 - Familiarity with the non-profit, autism, and/or broader disability sectors is an asset, as is a demonstrated commitment to equity and inclusion.
- **Remote Work Competency:**
 - Comfortable working in a fully virtual environment, with the ability to stay organized, responsive, and communicative across digital platforms.

Position requirements

Education:

- Bachelor's degree in a health-related or social science discipline with relevant research experience.
- A Master's degree is considered an asset.



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Experience:

- Demonstrated experience supporting or collaborating with Autistic individuals, people with neurodevelopmental disabilities, their families, or related service providers.
- Prior experience in research, accessibility and inclusion, health equity, or policy advocacy is highly desirable.

Technical Skills: Proficiency with Canva, Google Slides, and/or PowerPoint for visual content creation.

Language: Bilingualism in French and English is an asset.

Eligibility: Must be legally entitled to work in Canada.

Benefits and Perks:

- Paid vacation
- Extended health care
- Paid sickness and wellness days
- Flexible working hours
- Work from home

Apply Now

To be considered for this opportunity, please submit your application to: info@autismalliance.ca

- Subject line of the Email: Applications for Research Assistant
- A cover letter highlighting your qualifications and why you're a great fit for this role.
- Your up-to-date resume, highlighting your relevant experience and skills.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Autism Alliance of Canada is an equal opportunity employer committed to maximizing the diversity of our organization. We strive towards building an Autistic-inclusive space. We actively encourage applications from individuals on the autism spectrum and from all equity-seeking groups. Priority will be given to Autistic or neurodivergent applicants.

We invite you to become a member of Autism Alliance of Canada. As a member, you will become aligned with a coalition of organizations, groups and individuals that have come together to provide a strong collective voice toward a national shared leadership movement.

To join, click [here](#).