



Research Coordinator (Diversity & Inclusion / Certification Projects)

The Centre for Employment Innovation at St. Francis Xavier University Extension Department, in partnership with the Coady Institute, welcomes interest in the position of Research Coordinator. The successful candidate will join a dynamic group of individuals working towards a "full and abundant life, for all." Together, we strive to build safe, welcoming and inclusive spaces and commit to the principles of diversity, equity, inclusion and social justice, at our workplace and in community.

The Research Coordinator is responsible for the developmental evaluation and associated activities, including qualitative and quantitative data gathering and analysis, for the Nova Scotia Works Diversity and Inclusion Program, Phase 1 African Nova Scotians and People of African Descent Program. Is also responsible for project co-ordination and research activities for the Nova Scotia Career Development Association (NSCDA) and CEI Career Practitioner Certification project. The Research Coordinator ensures that pre-established work scope, study protocols, and regulatory requirements are followed, works in partnership with CEI stakeholders to recruit and coordinate research participants, as appropriate, and serves as principle administrative liaison for research activities. The Research Coordinator also develops and maintains recordkeeping systems and procedures for research projects.

This position is an eighteen month contract, reporting to the Manager of Research & Evaluation. The wage for this position will be based upon an hourly rate range of \$25.78 – 31.49 per hour (Band D). This position will work from their home location. Reliable internet is a necessity for this position.

The participatory action research (PAR) framework being used in the NS Works Diversity and Inclusion Project - Phase 1 African Nova Scotians and People of African descent, **requires an individual who self-identifies as African Nova Scotia / of African Descent for this position.**

PAR "seeks to understand and improve the world by changing it. At its heart is collective, self-reflective inquiry that researchers and participants undertake, so they can understand and improve upon the practices in which they participate and the situations in which they find themselves. The reflective process is directly linked to action, influenced by understanding of history, culture, and local context and embedded in social relationships. The process of PAR should be empowering and lead to people having increased control over their lives" (Baum, MacDougall & Smith, 2006, p.854). The CEI believes that communities, however one defines them, hold the knowledge needed to solve their challenges; we emphasize the use of First Voice data gathering and analysis techniques. In this project, the community is made up of the NSW system, especially the ANS/PAD career development practitioners already working

within it. The Afrocentric PAR approach to this phase of the D & I Project requires that the research activities (data gathering and analysis and developmental evaluation) will be led by African Nova Scotians and People of African descent, in this case, the Research Coordinator and a network of practitioners and system partners.

Responsibilities:

- With the Manager Research and Evaluation, develop an action plan for research projects.
- Conduct developmental evaluation activities and analysis
- Coordinate and perform the collection, delivery, entry, verification, analysis, and reporting of data.
- Oversee the design and maintenance of databases, data collection forms, and related programs for collection, analysis, and reporting.
- With oversight of the Manager Research and Evaluation, coordinate the activities of research staff and practitioners to ensure that projects progress in accordance with predetermined timelines. Provide supervision for student research interns, and other project-specific research staff.
- Develop presentations and present information and training sessions to project personnel and project participants. Keep project participants informed of project progress through regular reports,
- Assist in creating and implementing knowledge translation strategies to disseminate research findings, e.g., case studies, research papers for publication, conference presentations, etc. Present at meetings, seminars, and conferences as part of the CEI team.

Qualifications and Skills:

Required:

- Master's degree (or Bachelor's degree with a minimum 5 years' experience) in community development or a related field e.g., adult education, human resources, business, sociology, career development or equivalent
- 2-3 years of experience in managing participatory action research projects with community partners
- Knowledge of career development practice. Direct career development practitioner experience (minimum 3 years) an asset.
- Work with community-based development organizations (can include volunteer work)
- 1 year in a supervisory position (can include students)
- Strong communication skills that embody empathy, kindness, curiosity and openness
- Strong writing skills that contribute to building evidence and knowledge translation through meeting community and academic partners in a transparent and inclusive manner
- Excellent organizational, planning, problem solving, and project management skills,
- Ability to work independently, as well as part of a team
- Ability to coordinate several research projects simultaneously
- Able to adapt to fluid and changing research priorities

Considered an Asset:

- Strong facilitation and presentation skills
- Experience in Qualitative research methods including data gathering, data analysis, ethical protocols and Quantitative research methods (statistics)
- Experience with program evaluation, especially developmental evaluation
- Proficient in MS Office Suite (Word, PowerPoint, Excel).
- Experience with data analysis software such as MAXQDA, SPSS

To express an interest in this role, please direct your application in confidence by 4 p.m. Friday, September 11, 2020 to: Human Resources, St. Francis Xavier University, Email: careers@stfx.ca

Applications should consist of your resume, and a personal reflection (no more than two (2) pages on what diversity, equity and inclusion in the area of employment means to you).