



POSITION TITLE: Research Coordinator

Reports To: Director of Programs

Wages: \$30/hour (Part Time)

Classification: Contract - 2.5 Year Term

PROJECT CONTEXT

The objective of this study entitled “ Roots of a Black Girl”

This 27-month project will support a feminist response and recovery from the current impacts of COVID-19 through systemic change in the education system. Power to Girls Foundation will achieve this by conducting research to assess the needs and gaps within the school system that impact upon Black and marginalized girls/women; and creating and testing a tailored program based on the evidence generated through this process.

This project will galvanize and nurture relationships with school boards and other educational stakeholders, and will be overseen and advised on by an interdisciplinary Advisory Committee.

At the end of the project, the organization will have contributed to addressing systemic barriers by supporting positive distribution of authority, voices, and decision-making power, increasing networks and collaboration to accelerate systemic change, persistent and harmful gender norms, and attitudes to support women’s equality.

ROLE AND RESPONSIBILITIES

Under the supervision of the Director of Programs, and in consultation with the Advisory Committee, the research project coordinator:

RESEARCH ACTIVITIES

- develops a research plan
- develops data collection tools
- conducts literature searches and maintains citation databases.
- drafts relevant ethics certificate requests and ensures compliance at all stages of the research.
- leads the data collection phase (e.g. including outreach with school boards and others, and interview/focus group facilitation)
- engages in qualitative and quantitative data analysis
- writes a research summary report, inclusive of recommendations based on research outcomes

KNOWLEDGE TRANSLATION/MOBILIZATION

- participates in research dissemination



- participates in translating the research into programmatic interventions, policy briefs, and other actionable products.

ADMINISTRATION

- maintains appropriate records of all research activities
 - organizes and administers meetings with the Advisory Committee and others
 - supervises Research Assistants and practicum students, as necessary
 - contributes to reports to the funder
 - ensures project adheres to timelines and budget
- Other duties as needed.

ESSENTIAL SKILLS AND EXPERIENCE

The ideal candidate must have a strong interest in Anti-Black racism /or Equity issues in Education.

- Post secondary degree in a related field preferred or equivalent combination of education and experience
- Excellent oral and written communication skills in English
- Demonstrated organizational and problem-solving skills
- Capacity to work autonomously with minimal supervision, ability to take the initiative, follow multiple tasks, set priorities, meet tight deadlines, and manage work in a fast-paced environment. (Experience with community organizations an asset)
- Management of priorities and capabilities for analysis and synthesis.
- Awareness of the narrow schedule of the project and respect regarding the deadline. • Respect for confidentiality, intellectual property, and ethical standards.
- Capacity to understand the social and mental effects of anti-blackness in the educational setting.
- Previous relevant experience with research methods would be an asset.
- Knowledge of research methods or experience in qualitative or quantitative data collection.

CONDITIONS

- Contract duration: Part Time - 20/hrs a week.
- Hourly rate: \$30/ hour

HOW TO APPLY

Interested applicants should submit their

1) cover letter,2) CV, by email: aisha.a@powertogirls.com Please put "Roots of a Girl -Research Project coordinator position" in the subject line. Deadline for submitting applications: February 28th 2022.