



POSITION: Project Manager, Inside Parliament Project

LOCATION: Toronto, Ontario

REPORTS TO: Research Manager

WEBSITE: samaracanada.com

DATE: Thursday, April 14, 2021

DEADLINE TO APPLY: Sunday, May 16, 2021

THE ORGANIZATION

The Samara Centre for Democracy is a non-partisan charity dedicated to strengthening Canada's democracy, making it more accessible, responsive, and inclusive. The Samara Centre produces action-based thought leadership—as well as tools and resources for active citizens and public leaders—designed to engage Canadians in their democracy.

Over the past dozen years, the Samara Centre has become a trusted, non-partisan champion of increased civic engagement and a more positive public life. Based in Toronto, Ontario, the organization's ambitious national mandate is realized by a passionate team of experts. The organization's efforts fall into three categories: Research, Education, and Programming.

The Samara Centre is committed to maintaining its non-partisan reputation despite much of its activity touching highly political spaces and people. Samara's reports are independently researched, drawing upon different vantage points from across the democracy ecosystem to expose aspects of Canadian public life to scrutiny.

Central to the Samara Centre is this action-oriented research that, in conjunction with communications, education, and advocacy, drives positive change in the way politics and engagement are done in Canada. Samara's research is implemented through tools and resources that everyday Canadians, active citizens, and public leaders can use to increase participation in our democracy. Its experts produce accessible, engaging, and often-cited analyses, hold in-

person and virtual events, and speak to media, decision makers, and community-based leaders and teachers.

THE POSITION

The Project Manager position is a one-year contract, based remotely. Pending restrictions associated with the COVID-19 pandemic, it may be possible for a portion of this contract to be completed at the Samara Centre's downtown Toronto office.

The Project Manager will be responsible for implementing the Inside Parliament Project. This project will realize the civic educational value of the Samara Centre's archive of exit interviews with former parliamentarians. Along with facilitating a new wave of MP exit interviews, the project will see the development of high quality, narrative-based civic learning materials, which use the personal experiences of former public leaders to examine active citizenship and Canadian institutions.

These secondary and postsecondary learning curricula will be supplemented by a bilingual podcast that draws on the exit interviews. The project will conclude by establishing an open-source oral history exhibit comprised of the complete library of approximately 150 interviews with former parliamentarians.

RESPONSIBILITIES

The successful candidate will have responsibility in five key areas:

1. Oversee the execution of 20 to 30 in-depth interviews with former MPs who last served in the 42nd Parliament (2015-2019).
2. Collect, organize, and compile all Samara Centre MP Exit Interviews from previous rounds, preparing them for archiving in a public and accessible online repository.
3. Develop resources in the form of two distinct civic education curricula, designed respectively for secondary and postsecondary students. Learning materials that make up the curricula will employ content from the newest round of MP Exit Interviews to constitute a narrative-driven exploration of Parliament and the experience of being an elected representative.

4. Produce a four-episode podcast/audio series, in collaboration with a small production team, on how to enter public life and make change. The podcast may feature a similar selection of audio clips and stories from the education materials developed.
5. Execute an energetic dissemination strategy to ensure the learning materials reach educators. The dissemination strategy will take advantage of the Samara Centre's existing network of educators and civil society organizations conducting civic education programming, and will also seek out new contacts through outreach, attendance at resource fairs, and—with support from Samara's Communications Manager—a multi-faceted digital campaign.

In addition, the Project Manager will support the Samara Centre's organizational capacity, which includes, but is not limited to, assisting with reports to Samara's governance board and funders, attending events hosted by or on behalf of Samara, and offering creative ideas on how to build a stronger community of interest and financial support for Samara's work.

CANDIDATE REQUIREMENTS

- Holds a degree in political science, library science, journalism, or a relevant field.
- Extensive understanding of Canadian politics, including the life of MPs and the inner workings of Parliament.
- Demonstrated capacity to lead research projects with public impact.
- Experience in civic education or civic engagement.
- Exceptional organizational skills, strong stakeholder relationship know-how, and the ability to work creatively and with limited supervision.
- Experience in records management is a strong asset.
- Experience with data analysis software, especially NVivo, is ideal.
- An ability to work and communicate in both English and French is strongly preferred.

COMPENSATION

Salary will be commensurate with experience.

HOW TO APPLY

The Samara Centre is committed to the principles of equity in employment. We actively encourage applications from all qualified candidates with historical and/or current barriers to equity. In accordance with the Accessible Canada Act, 2019 and all applicable provincial

accessibility standards, upon request, accommodation will be provided to applicants with disabilities.

Applications must include a resume and a cover letter. Please send your materials by e-mail to Christine Latimer at christine.latimer@samaracanada.com.