



Job Posting: *Research Coordinator*

About the Samara Centre for Democracy

The Samara Centre for Democracy is a non-partisan charity that is committed to securing an accessible, responsive and inclusive democratic culture in Canada. The Samara Centre's insights make it a go-to resource for active citizens, public leaders and the media. A samara is the winged "helicopter" seed that falls from the maple tree. A symbol of Canada, it is also a reminder that from small seeds, big ideas can grow.

Role Summary

Reporting to the Executive Director, this position will coordinate research projects aimed at increasing democratic engagement in Canada. The successful candidate will have an informed commitment to equity and anti-racist principles in research. This role will work with people across our team and with external partners to ensure that the Samara Centre's findings have an impact and are accessible to diverse audiences.

This is a full time contract role until November 2022, with the possibility of extension. In accordance with public health guidelines, our team is currently working from home until further notice.

Responsibilities

Research

- Contribute to research summaries, policy briefs, opinion pieces, reports, parliamentary committee submissions, articles, talking points, speeches, fact sheets, info-graphics and other written materials.
- Develop surveys, interview guides and other data collection instruments.
- Conduct quantitative and qualitative data analysis independently and with external collaborators.
- Maintain a research output calendar and track project milestones with collaborators.
- Brief the team regularly on new or novel research outputs from the Canadian and international democracy community.
- Conduct literature reviews, annotated bibliographies and environmental scans
- Ensure that research activities are conducted ethically and meet anti-racism commitments.
- Oversee contract staff, research assistants and volunteers for designated projects.
- Coordinate grant applications and fulfillment reports to research funders.
- Support evaluation processes and track uptake of research outputs in mainstream media, along with governmental, policy and academic sectors.
- Ensure that all Samara Centre data is secure and meets confidentiality and privacy standards.
- Coordinate data sharing policies and procedures.
- Coordinate budgets for designated grant-funded initiatives and ensure adherence to funder's financial policies.

Knowledge Mobilization and Stakeholder Engagement

- Maintain positive relationships with an evolving list of research stakeholders and identify areas for partnership development.
- Coordinate events, meetings and follow-up activities with research stakeholders.
- Contribute to communications and media relations strategies to ensure research initiatives are presented in an accessible and accurate manner.
- Support the development of research dissemination strategies.
- Identify new opportunities for partnerships and collaborations that advance strategic organizational priorities.
- Identify publishing opportunities for team members.
- Monitor current affairs and issues of the day with an eye to strategic research and engagement opportunities
- Support Public Affairs initiatives, particularly those related to government relations and volunteer engagement.
- Attend conferences, lectures and other events and on occasion serve as a spokesperson for the Samara Centre.
- Support the analysis of digital communications and client relationship data.
- Support the preparation of research and engagement reports to the Board.

Qualifications & Experience

- Degree in sociology, economics, political science, or a related field with a strong knowledge of qualitative and quantitative methods.
- At least 3 years of research coordination experience, preferably in a post-secondary, think tank, non-profit, government or research firm environment.
- Commitment to equity, diversity and inclusion in research.
- Demonstrated knowledge in some or all of the following areas: Canadian politics, civic engagement, social movements, political institutions, justice, social policy, citizenship, electoral fairness and democratic functioning.
- Intermediate data analysis skills with proficiency in statistical programs (e.g. STATA, R, SPSS, SAS) along with qualitative programs (e.g. NVIVO).
- Excellent copywriting and editing skills.
- Advanced computer skills, including proficiency with Microsoft Office Suite, Google Workspace, content management systems, customer relationship management software, email marketing and social media.

Salary: \$55,000

How to Apply

Applications should include a curriculum vitae and a detailed cover letter explaining your interest and understanding of the Samara's Centre's work. Applications will be accepted until **October 20, 2021**. Please send your application as a single pdf to Christine Latimer at christine.latimer@samaracanada.com. "Research Coordinator" should be noted in the subject line.

The Samara Centre is committed to a diverse, equitable and inclusive workplace in which everyone is welcomed, valued, and supported. Please advise of any accommodation measures that would enable you to be interviewed in a fair and equitable manner. If you are a member of an equity deserving community we encourage you to self-identify in your application. Information received in relation to identity or accommodation will be kept confidential.