

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, the Research Manager initiates, develops and oversees research and knowledge mobilization initiatives for the Samara Centre. In strategic engagement with various internal and external stakeholders, this role will manage research projects, lead knowledge mobilization activities and advise on communications outputs. This work is largely divided between (a) research project development, implementation and management and (b) knowledge mobilization. The Research Manager will carry out the third installment of the MP Exit Interview Project and advance initiatives including collaborations with academic partners.

This position is a permanent role in a hybrid work environment based in Toronto.

Major Duties

- Develop, implement, manage and provide support for ongoing research projects;
- Supervise staff and student research assistants;
- Initiate and develop funding and collaboration proposals that align with the Samara Centre's strategic plan;
- Manage project budgets;
- Work closely with academic, government and community partners to develop, implement and evaluate research and knowledge mobilization strategies that create value and impact;
- Identify appropriate service providers (i.e. podcast producers, editors, graphic designers) and oversee the successful completion of deliverables;
- Track engagement with research and knowledge mobilization initiatives;
- Draft accessible research summaries, policy briefs, opinion pieces, reports, parliamentary committee submissions, articles, talking points, speeches, fact sheets, info-graphics and other written materials that synthesize research for multiple audiences including government agencies, researchers, democracy practitioners, the media, policy communities and the public.
- Attend conferences, lectures and other events and on occasion serve as a spokesperson for the Samara Centre;

- Lead the development of surveys, interview guides and other data collection instruments;
- Advise on communication strategies and outputs that draw on research and knowledge mobilization initiatives.

Education and Experience

- A master's degree in a related field and minimum two years' experience overseeing research management, knowledge mobilization, research methodologies and complex initiatives in a post-secondary, think tank, non-profit, government or research firm environment.
- Credible leader with expertise in equity. This includes direct experience and expertise designing, implementing and/or evaluating equity-focused initiatives.
- Well-versed in project management and data management.
- Commitment to equity, diversity and inclusion in research.
- Clear demonstration of strong leadership skills and effective decision making
- Outstanding written, oral and interpersonal communication skills.
- Fluency in oral and written French is an asset.

Compensation

The salary for this position is \$72,000 and includes a comprehensive benefits package.

How to Apply

Applications should be a single PDF that includes:

- A curriculum vitae
- A detailed cover letter explaining your interest and understanding of the Samara Centre's work
- A writing sample

Applications will be accepted on a rolling basis until **5pm on Wednesday July 6, 2022**

Please send your application to Christine Latimer at christine.latimer@samaracanada.com. "Research Manager" 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.