CANDIDATE PROFILE

This position is ideally suited to an individual with equal passion for data systems, research, teaching and collective impact in improving the services offered to newcomer families. The Research Project Coordinator possesses a graduate degree in the social sciences and brings two or more years’ experience conducting basic quantitative and qualitative research to this role. This individual is well-versed in data gathering and analysis procedures and in the design and use of data management systems. The successful candidate complements their research skills and experience with excellent engagement, communication and teaching abilities, particularly in a culturally and linguistically diverse front-line service provider environment.

POSITION PURPOSE AND SUMMARY

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba (IRCOM) Inc., the Research Project Coordinator will coordinate a Knowledge Mobilization Project. The purpose of the project is to take research findings, products and recommendations from 2 years’ of prior research, and to mobilize them at IRCOM by promoting knowledge and skill development among the staff team, and by improving IRCOM’s data management practices and capacities. In doing so, the Research Project Coordinator will:

- Design and develop the Project,
- Implement and Coordinate the Project,
- Train, develop and support the staff team, and
- Report to and liaise with the Project funder

The Research Project Coordinator will exhibit and uphold IRCOM’s core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

The Research Project Coordinator is responsible for the following:

DUTIES AND RESPONSIBILITIES

Project Design & Development (30%)
- Review prior phases of research and pull out all research findings, products and recommendations for purposes of knowledge mobilization
- Design and recruit a Knowledge Mobilization Working Group (KMWG) staff team
- Develop a project plan with activities, timelines, deliverables, working group roles, and evaluation framework with input from KMWG

Project Implementation & Coordination (30%)
- Coordinate the work of the KMWG
- Collect and process evaluation data

Training and Development (20%)
- Implement staff workshops on the purpose of research and data management best practices, incorporating findings, products and recommendations from prior research
- Create user-friendly educational materials and approaches (e.g., workshops, handouts, information sheets, tools)
- Draft, test and finalize a Data Manual, outlining data management practices and protocols for IRCOM

Team and Interdepartmental Support (15%)
- Work with IRCOM’s IT Governance Committee to support the selection and implementation of a new data management system for IRCOM
- Assist with selection, planning, internal communications, training and rollout and troubleshooting
- Liaise with Management Team to share information and coordinate schedules
- Attend IRCOM staff meetings
- Follow all IRCOM policies and procedures
- Perform other duties as assigned
Records Management and Reporting (5%)

- Liaise with funder
- Draft funder reports

REQUIRED QUALIFICATIONS

- Graduate degree in an applicable social sciences field, or combination of computer science training and social service experience
- Demonstrated understanding and experience in conducting basic quantitative and qualitative research, and communicating research results
- 2 years’ experience with data management systems including data entry, query configuration and report analysis
- Prior project management experience with on time and on budget results
- Experienced educator/trainer, able to tailor educational/training approaches to a diverse audience
- Superior organizational skills and strong written and oral English communication skills
- Demonstrated flexibility and ability to work independently, as a team, and collaboratively with other program partners, stakeholders and service providers
- Ability to adapt to changes in project direction
- Proficiency with Microsoft Office Suite
- Demonstrated experience working in a fast paced, multi-tasking environment
- Demonstrate the qualities and values IRCOM seeks for all our staff (see http://www.ircom.ca/about-us/work-here/

DESIRED QUALIFICATIONS

- Experience in writing guidelines or practical training materials
- Expertise in plain language writing
- Experience implementing or adapting data management systems
- Familiarity with refugee settlement issues
- Fluency in additional languages

HOURS OF WORK

This is a 12-month term, part-time position to a maximum of 22.5 hours per week. The Research Project Coordinator’s hours will predominantly take place between IRCOM’s office hours of 9 a.m. - 5 p.m., Monday through Friday.

Compensation & Benefits: $25.20/hr
- Group Insurance (Life, AD&D, LTD, dental & extended health insurance)

Application Process: All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, visible minoritites and/or persons with a disability.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

Review of applications will begin on Friday, August 27, 2021 and continue until a candidate is selected.

We thank all who apply and advise that only those selected for further consideration will be contacted.