

## Research Coordinator – Permanent Part-Time Position

Are you passionate about promoting gender equality and women's empowerment? Do you have excellent research skills and a strong background in communicating information for public education? If so, we have an exciting opportunity for you to join the PEI Advisory Council on the Status of Women team as a Research Coordinator.



**PRINCE EDWARD ISLAND**  
ADVISORY COUNCIL ON THE STATUS OF WOMEN  
**CONSEIL CONSULTATIF SUR LA SITUATION DE LA FEMME DE**  
**L'ÎLE-DU-PRINCE-ÉDOUARD**

### About the Organization

The PEI Advisory Council on the Status of Women (PEIACSW) is a provincial government advisory body dedicated to advancing gender equality in Prince Edward Island (PEI), Canada. The PEIACSW has a mandate to advise the provincial government and educate the public on issues related to the status of women-identifying people. The Advisory Council's nine government-appointed members are selected from among diverse PEI women who have demonstrated a commitment to gender equality. The Advisory Council on the Status of Women's staff team currently consists of two full-time and one part-time employees; the Council is eager to add a new part-time employee to the team.

### Position Overview

As Research Coordinator, you will play a crucial role in supporting the Council's research initiatives. You will work closely with the Council's members and community partners to conduct community-based research, analyze data, and develop evidence-based recommendations and reports. Your work will contribute to shaping policies and programs that address the needs and concerns of women-identifying people in PEI.

### Detailed Job Description

#### RESEARCH & COMMUNICATIONS

- Coordinate Council research and community consultation in support of policy and programming work (including events, publications, and so on), including, for example:
  - Respond to Council priorities for research, and design methodologies
  - Identify sources of knowledge, information, and data
  - Plan and lead interviews, focus groups, surveys, or other data collection
  - Collect, record, and analyze data using appropriate statistical tools and techniques
  - Prepare research results for Council members and diverse audiences
- Contribute to external communications on behalf of Council, particularly presenting research findings and coordinating knowledge translation for public education

- Stay updated on current research, good practices, and emerging trends related to gender equality
- Assist in communications between the office and the Council, as needed
- Assist in preparing materials for Council meetings, as needed
- Assist in preparing materials for government and ministerial liaison, as needed

#### PROGRAMS AND SERVICES

- Coordinate research and/or consultation for projects and events (both program-related and policy-related)
- Contribute to research and communications aspects of the Equality Report Card and other policy-focused Council-led projects
- Contribute to research and communications aspects of the Purple Ribbon Campaign, Montreal Massacre Memorial Service, International Women’s Day, and other Council-led programming
- Serve on external committees and do project work related to the mandate of Council, with an emphasis on research and communications, as needed
- Support Council engagement and development, as needed
- Contribute to project and program evaluations, as needed
- Assist with client inquiries, as needed

#### COUNCIL

- Participate in Council meetings and take Council minutes
- Participate in performance review processes
- Support Council diversity in recruitment
- Assist with filing and information systems, including records management
- Share in office support

#### FINANCE

- Manage budget for research and consultations, as needed
- Contribute to fundraising/grant writing, as needed

### **Qualifications**

The successful candidate’s experience will include

- A post-secondary degree or equivalent experience
- Demonstrated skills and experience coordinating research
- Strong knowledge of research methodologies and data analysis techniques, especially related to qualitative and/or community-based research
- Excellent written and verbal communications skills in English, with an ability to present complex information in a clear and accessible manner (*capacity in French and/or additional languages an asset*)
- Experience applying gender and diversity lenses to research
- Familiarity with the social, economic, cultural, and political landscape of PEI and understanding of gender issues in the province

- Strong facilitation and interpersonal skills and ability to work collaboratively
- Commitment to working with feminist principles and process
- Experience working with a range of office softwares and systems; proficiency with Microsoft Office Suite (*familiarity or experience with Adobe Creative Suite an asset*)
- Creative approaches to problem-solving

Experience with any of the following would be assets. Internal and/or external opportunities for training in these skills may be available:

- Document layout for publication
- Event and program planning
- Program evaluation
- Office/administrative support

## Benefits

- Salary: \$28.00 to 30.00/hour starting wage, plus health and pension benefits; supportive workplace policies, including paid sick days and vacation
- Schedule: Part-time (guaranteed 19 hours per week); flexible work hours may be negotiated
- Location: 161 St. Peter's Road, Charlottetown. Primarily in-office; some remote work hours may be negotiated
- Start date: September 5, 2023, or as early as possible following

## Application Process

Open to applicants of all genders. The PEI Advisory Council on the Status of Women recognizes and values lived and living experiences. Applicants from groups that have faced systemic barriers to employment and structural exclusion and discrimination are encouraged to apply for this position.

To apply, please submit the following to [info@peistatusofwomen.ca](mailto:info@peistatusofwomen.ca):

1. A **cover letter** outlining your interest in the position and relevant qualifications.
2. Your **updated resume**, including details of your education, work experience, and technical skills.

Application deadline: **4:00 p.m. Monday, August 21**. Please provide clear contact information: follow-up communications will be by email. Only short-listed applicants will be contacted for an interview.

Applicants who are invited to an interview will be notified by 4:00 p.m. Thursday, August 24. Each selected interviewee will be eligible for an honorarium considering their time, caregiving expenses, and in-province travel costs to participate in the interview.