



RESEARCH COORDINATOR POSITION

PERMANENT PART-TIME

The Research Coordinator at the PEI Advisory Council on the Status of Women is an individual who is passionate about promoting gender equality and women's empowerment, has excellent research skills, and has a strong background in community information for public education. This position plays a crucial role in supporting the Council's research initiatives. The Research Coordinator works closely with the Council members and community partners to conduct community-based research, analyze data, and develop evidence-based recommendations and reports, and media and public communication. A major project assigned to the Research Coordinator is the coordination of the Equality Report Card (publicly released every four years with preliminary research, communication, and data collection occurring in the years leading up to the release of the report).

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.

Organizational Values

At the PEI Advisory Council on the Status of Women, we believe that women's equality is the foundation for equality for all people. Women's inequality continues to influence discriminatory attitudes and actions that affect our society and culture, our politics and laws, and our economies. Council believes that women's independent social and economic security is key to equality and to freedom from physical, emotional, and sexual violence.

The PEI Advisory Council on the Status of Women has a commitment to feminist principles and process, and we strive to be anti-racist at all times, in all aspects of our work. We value team collaboration, work-life balance, and self-care. We are pro-choice and believe abortion is healthcare. Additionally, we acknowledge all women-identifying people in our understanding of "women," including cis women, trans women, and gender minorities.

Responsibilities

RESEARCH AND COMMUNICATIONS

Gender and Diversity Research

- Contribute to content and production of Council publications as related to research and policy and government consultations.
- Coordinate Council research and community consultations in support of policy and programming work, including, for example:
 - 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
- Stay informed on current research, good practices, and emerging trends related to gender equality.
- Contribute to project and program evaluations through research and data analysis.

Public Relations

- Contribute to external communications on behalf of the Council, including presenting research findings and knowledge translation for public education.
- Act as a public spokesperson for the Council, as required.

PROGRAMS AND SERVICES

Strategic Project Support

- Coordinate research and consultation activities for Council-led projects and events.
- Contribute to research and communications aspects of Purple Ribbon Campaign, and other initiatives.
- Coordinate the Equality Report Card project including assessment model development, supplementary research, community engagement processes, collaboration with council and staff, report writing and revisions, and media outreach.

Fostering Good Relationships

- Serve on external committees and undertake project work related to the Council's mandate.
- Support Council engagement and development activities.
- Respond to client inquiries related to research.

FINANCIAL MANAGEMENT

Budget Planning and Oversight

- Manage project budgets for research and consultations, as required.

Financial Reporting and Resource Development

- Contribute to fundraising and grant-writing efforts, as needed.

COUNCIL

Leadership and Team Support

- Participate in Council meetings, as permitted by schedule.
- Support Council diversity in recruitment.
- Participate in performance review processes.
- Assist in preparing materials for Council meetings and government/ministerial liaison.

Operational Oversight

- Assist with filing systems, records management, and general office support.
- Support communication between the Council office and Council members.

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:

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

Benefits

- Salary: \$30-\$32/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 28, 2026, or as early as possible

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:

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

Application deadline: 4:00 p.m. Monday, August 24. Please provide clear contact information: follow-up communications will be by email. Only short-listed applicants will be contacted for an interview.