



### **Job Description: Research Director**

**General purpose:** To initiate, lead, and undertake research projects, generating reports and publications based on research findings.

**Project-specific purpose:** To co-direct a three-year project for the socio-cultural mapping of Canadian Arab migration, settlement, and integration

**Reports to** CAI President

**Direct Reports** Supervises other research team members on research projects as required.

### **Main Responsibilities**

- 1) Initiate and oversee research work; recruit and supervise researchers; commission and oversee policy work; identify potential collaborators (other NGOs, universities, etc.); advise the president on research strategies and approaches.
- 2) Produce high quality reports, papers and articles of a publishable standard based on the analysis of data and literature with a clear and engaging writing style.
- 3) Work independently and autonomously on a number of research and policy projects simultaneously, as required.
- 4) Analyze quantitative data using robust methods, and interpret, describe and publish findings.
- 5) Comprehensively review and analyze academic literature based on methodical and replicable search strategies.
- 6) Identify new topics and develop and obtain funding for proposals (including academic, private and public sector funders) supporting policy-relevant research projects that employ a range of social research methods; assist other team members in obtaining funding for future projects.
- 7) Manage external relationships with funders and other stakeholders.
- 8) Present papers based on policy and research work to policy-makers, academics and other audiences including the media, as required.
- 9) As appropriate, aid in the collection of primary quantitative and qualitative data.
- 10) Deploy a proactive approach, as well as a strong and demonstrable interest in the Canadian Arab diaspora issues, to ensure that CAI maintains influence and contributes to evidence based policy-making.
- 11) Work with other members of the team as required.
- 12) Undertake continuous personal and professional development which contributes to knowledge and skills within the subject area.

### **Project-specific responsibilities**

- 1) Assist with the compilation and analysis of existing data published about Arab groups in Canada, in order to supplement research already conducted along with the Academic Director and CAI interns
- 2) Organize outreach within the community and implement a snowball process of securing interviews and focus groups.
- 3) Assist CAI President with the recruitment of 2 CAI interns a year and up-to 10 community volunteers to assist with outreach within the community.



- 4) Assist the Academic Director in developing and implementing training modules in ethnographic research methods including interviewing and facilitating focus groups
- 5) Supervise and guide interns and volunteers in their transcriptions and analysis of interview and focus group findings.
- 6) Assist with analysis of the data for the purposes of policy development and guide and train interns in the development of policy briefs and recommendations.
- 7) Assist the Academic Director with the following tasks a) the supervision of the field research; b) Facilitating focus groups on the experience of immigration and integration

Any other duties as maybe assigned from time to time to further establish and develop the organization.

### **Qualifications**

- 1) University degree or the equivalent combination of education and experience with a background in Political Science/Anthropology/Sociology/Public Policy/Communications
- 2) Minimum two (2) years of relevant experience working within a public policy or policy-making environment (e.g. government, NGO) required
- 3) Demonstrated ability to generate and evaluate research and policy options
- 4) Knowledge and experience with designing and implementing a wide variety of research methodologies including, in depth interviewing, focus groups, online surveys etc.
- 5) Knowledge and experience in qualitative data analysis; including narrative analysis to sort and organize large data sets and thematic coding to organize themes and concepts for analytical interpretation, as well as the ability to interpret and synthesize data sets, draw inferences, and arrive at conclusions
- 6) Ability to work independently with minimal supervision to meet deadlines and produce high quality results in an environment with competing priorities and deadlines
- 7) Strong planning, coordination, and project management skills
- 8) Exceptional oral and written communications skills
- 9) Proficiency using computer systems and software such as Microsoft Office Suites, word processing, spreadsheets, database systems and the internet to research and prepare materials
- 10) Research experience in areas of national identity, immigration and settlement, transnationalism, migration, and diaspora an asset.

**Monthly Salary** Annual salary will be set at \$55,000

**Office Hours** Flexible office hours as agreed to with supervisor.

Note that while the CAI is located in Toronto, the Research Director will coordinate and attend research meetings in Kitchener-Waterloo as well as Ottawa and Montreal.

**Contract** The post is offered as a three-year contract initially with a strong expectation of extension for the right candidate.

Please send your resume and cover letter addressed to “The Hiring Committee” at [HR@CanadianArabInstitute.org](mailto:HR@CanadianArabInstitute.org) by end of day September 30<sup>th</sup>, 2016. We thank all applicants in advance but only short-listed candidates will be contacted.

CAI is an equal opportunity employer and is committed to diversity and inclusion in all its work.