

JOB TITLE: Research Assistant

In partnership with the Canada Summer Jobs Program, CCGSD is hiring someone who is 30 years of age or younger for the Research Assistant role!

Application Deadline: June 20th, 2022 at 11:59pm EST

Status: Full-time (37.5 hours - 8-week contract from July to early September)

Location: Remote

Reports to: Programs Manager

Salary: \$20.00/hour

About the Canadian Centre for Gender and Sexual Diversity (CCGSD)

The Canadian Centre for Gender and Sexual Diversity (CCGSD) is a national, youth-focused 2SLGBTQ+ organization that promotes diversity in gender identity, gender expression, and romantic and/or sexual orientation. We address discrimination through educational programming, research, and advocacy. Our resources and programming can be used to uplift gender and sexual minorities, as well as give tools to wider populations in building allyship. For more information, please visit our website at www.ccgdsd-ccdgs.org.

If you advocate for gender and sexual diversity, anti-violence and anti-discrimination, and share our values of Equity, Access, Rights, and Participation for All – we want you on our team!

CCGSD promotes feminist and anti-oppression principles. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations. *If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require*

SCOPE OF THE POSITION:

The Research Assistant provides research support for the development of resources, reports, and public policy analysis for the Programs Department and Communications & Advocacy Department. Reporting to the Programs Manager, they will also support community engagement opportunities to ensure educational resources are tailored to various stakeholders, including educators from the K-12 level and post-secondary institutions.

Research Support

- Assist the Programs Department and Communications & Advocacy Department in the conducting of literature reviews, collecting and analyzing data related to 2SLGBTQ+ youth populations.

- Support the design, implementation, and analysis of national surveys.
- Work closely with the Campaigns and Advocacy Coordinator to study policy and other public documents at all levels of government.
- Support the Executive Director and external partners to produce reports related to 2SLGBTQ+ youth public policy issues, including education.
- Identify and organize information related to available resources for LGBTQIA2S+ community members and educators.

Community Engagement

- Assist the planning, developing, and facilitating online or physical-distanced community engagement activities.
- Support the planning and implementation of public learning events, including panels and online webinars.
- Perform related duties as assigned.

REQUIRED EXPERIENCE, KNOWLEDGE & COMPETENCIES:

- Combination of education and/or work/volunteer experience in history, women's and gender studies, sociology or related field.
- Experience with research concepts and techniques required, including qualitative interviewing and basic quantitative analytical skills.
- Demonstrated experience applying intersectional framework to public history, comprehensive sexual education, and 2SLGBTQ+ public policy issues.
- Familiarity working with 2SLGBTQ+ youth.
- Ability to communicate effectively, and promptly, with diverse audiences having differing levels of knowledge.
- Excellent written and verbal communication and interpersonal skills.
- Demonstrated strong administrative skills and strong attention to detail.
- Strong computer skills and familiarity with data entry & analysis.
- Commitment to and knowledge of anti-oppression, equity in education, and issues related to 2SLGBTQ+ rights in Canada.
- A thorough understanding of 2SLGBTQ+ rights issues in Canada, and issues related to equity in education as well as CCGSD's mission.

**** MUST be eligible to work in Canada ****

Please submit a cover letter and resume with the subject title "Canada Summer Jobs – Research Assistant and Community Coordinator" to recruitment@ccgsd-ccdgs.org

For additional career opportunities with CCGSD, please visit <https://ccgsd-ccdgs.org/careers/>

We welcome you to join the movement to end discrimination – sign up for news and updates today: <https://cgsd-ccdgs.org/newsletter/>