



COMMUNITY SECONDMENT PROGRAM

2023 POSITION DESCRIPTION

Role:	Research Manager
Department:	Community Impact
Reports to:	Senior Manager, Research and Evaluation

PURPOSE OF ASSIGNMENT

To support community-based research of local issues that relate to United Way East Ontario's strategic priorities, with a precedence on addressing knowledge gaps in rural communities. This will involve research design, data collection and analysis of qualitative and quantitative research, development of research tools and reporting. Deliverables may include environmental scans, research reports, policy briefs, and / or blog posts.

Community-based research is a dynamic approach to understanding the problems that impact our community the most. It means working with community partners to generate knowledge for practical use in the community (and academia), and to encourage community 'ownership' of the research processes and act on the recommended interventions to drive social change. The research manager will help the Community Impact team incorporate community-based research practices to develop evidence-based solutions that will make our community measurably better in a meaningful way.

RESPONSIBILITIES

The incumbent will be responsible for:

- Drafting research work plans to be approved by the Senior Director of Policy, Planning, and Investment, as well as the Director of Regional Affairs;
- Applying the appropriate qualitative and quantitative research methods for a community-based research initiative;
- Investigating prospective grants for localized research;
- Incorporate an EDI&B lens to research initiatives
- Gathering information and sharing knowledge with the Community Impact department and other UWEO staff when appropriate;
- Coordinating knowledge sharing initiatives, such as lunch and learns, and facilitating consultations with staff and external partners.
- Writing environmental scans, policy briefs and research reports to be reviewed by the Senior Manager, Research and Evaluation and the Director responsible for the initiative. All materials are presented to and

approved by the VP, Community Impacts

- Participating in UWEO internal committees and community initiatives, as appropriate, including Women United, United for All, and the Community Wealth Building.
- Final presentations to executive management team.

ASSIGNMENT DURATION

This assignment is a full-time one-year position starting in June, July or August 2023.

QUALIFICATIONS

- Intermediate French and English is essential.
- 3 years of experience in research design and/or data analysis.
- Some experience in the management of a research project preferred. This includes experience in planning, facilitating focus groups or interviews, data collection, communicating results, and managing research deliverables, such as presentations, briefing notes or reports.

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: communication; interpersonal; client services; self-management; thinking; and organizational.
- Opportunity to work with a dynamic community organization.
- Learn new community-based research practices
- Contribute to making our community stronger, healthier, and safer for all.
- Network with United Way East Ontario staff, volunteers, and community sector leaders.

HOW TO APPLY

Community Secondment Program benefits, terms and conditions are available on our website. Applicants should review this material with their manager and obtain their manager's approval to apply.

To apply, please forward your resume and a cover letter (maximum 500 words) to the Coordinator, Volunteer Management, at csantamaria@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.