



United Way
East Ontario

WORKING WITH COMMUNITIES
IN PRESCOTT-RUSSELL, OTTAWA,
LANARK AND RENFREW COUNTIES

COMMUNITY SECONDMENT PROGRAM

2025 POSITION DESCRIPTION

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

PURPOSE OF ASSIGNMENT

United Way East Ontario conducts research to identify local issues, vulnerable populations, and emerging trends that impact our community. We employ a bottom-up approach to understand the root causes of challenges and develop practical, impactful solutions. Our research initiatives guide decision-making and inform our community partners and political leaders.

The **Research Manager** will lead a series of studies on social, political, and economic issues related to our three core focus areas: *All That Kids Can Be*, *Poverty to Possibility*, and *Healthy People, Strong Communities*. In this role, the Research Manager will have the opportunity to share and present findings with our partners and executive teams.

This position will also support a knowledge mobilization strategy that encourages evidence-based policy and strategy development. The Research Manager will collaborate with partners who utilize disaggregated data or participatory practices, such as the *Social Planning Council*, *Ottawa Neighbourhood Study*, and the *Rural Youth Homeless Network*.

Finally, the Research Manager will have the chance to practice community-led research methods and create a toolkit to help staff integrate co-led research practices into our work.

RESPONSIBILITIES

The position will be responsible for:

- Drafting research work plans, to be approved by the Senior Director of Policy, Planning and Investment
- Collecting, analyzing, and sharing information with the Community Impact department and other relevant UWEO staff as appropriate.
- Participating in relevant committees and network meetings with partners as needed.

- Applying knowledge mobilization practices to ensure that research findings are effectively used to drive impact.
- Developing a toolkit for community-led research practices that aligns with United Way East Ontario's existing workplan.
- Delivering presentations and facilitating knowledge-sharing sessions with key stakeholders to disseminate research findings.

ASSIGNMENT DURATION

This assignment is a full-time position for one year starting June, July, August

QUALIFICATIONS

- Certified / trained in GBA+ analysis
- Intermediate French and English is essential
- 3 years of experience in social, community led, or participatory research
- Prefer experience in management of a research project. 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

- Broaden/deepen subject matter expertise on employment related policy and practice specifically on issues related to people with disabilities in the labour market, accommodation and accessibility, and diversity, equity, inclusion, and belonging.
- Apply and refine the following professional competencies through experience in the non-profit sector: Research; Communication; Interpersonal; Stakeholder Relations; Self-Management; Thinking; Creative, and Organizational
- Opportunity to work with a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario staff and volunteers

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 jbraknis@unitedwayeo.ca

Position open until filled.