

JOB POSTING – COMMUNITY RESEARCH COORDINATOR

ROLE DESCRIPTION

In your role as Community Research Coordinator, you will be responsible for ensuring appropriate community engagement and research ethics for applicable programs at the Social Development Centre Waterloo Region (SDC) as determined through a collaborative process with SDC staff team.

You will work closely with the Lived Expertise Consultancy Facilitator and the CivicHub Coordinator in the development of projects and the management of project deliverables and reporting. You will report to the Lived Expertise Consultancy Facilitator, who will work with you on a regular basis to review ongoing projects against SDC’s budget and strategic plan.

COMPENSATION

You will be paid biweekly at \$27 per hour for 30 hours per week. Your salary is subject to all statutory deductions. This is a contract role to December 31, 2024 with a high likelihood of extension pursuant to Regional budgetary approval. This role comes with quarterly burnout protection. In practice, this will mean that one week of vacation and one week free of meetings must be scheduled every quarter. This structure can be adjusted upon agreement with the Executive Director.

KEY QUALIFICATIONS

- Experience with research ethics and/or community engagement ethics processes
- Comfort with institutional and academic report writing
- Ability to write and format documents on quick turnarounds
- Familiarity with community based ethics principles
- Familiarity with lived expertise principles
- Familiarity with grassroots advocacy
- Familiarity with Equity, Diversity and Inclusion principles

KEY RESPONSIBILITIES

- Set up community based research advisory table with relevant academic stakeholders.
- Draft and monitor principles and protocols of community-based research and community engagement.
- Assist Lived Expertise Consultancy Facilitator and CivicHub Coordinator with research and community engagement design, data management, knowledge mobilization, and report writing.
- Develop communication materials for stakeholders and potential clients to explain principles of lived expertise, community-based research, and community-centered engagement.
- Develop training and education materials for municipal staff and other stakeholders on lived expertise, power literacy, and bureaucratic fragility.
- Attend SDC staff meetings and assist with organizational events.
- Build relationships and networks of trust with lived experts, advocacy groups, and marginalized communities.

ABOUT SDC

The Social Development Center Waterloo Region was incorporated in 1967 after years of local mobilizing around social justice issues. Over the years, we have incubated countless community projects, grassroots groups, and sibling non-profits. Today, our primary pillars are Housing & Homelessness, Grassroots Infrastructure, and Lived Expertise. Our programs include CivicHub Waterloo Region, Eviction Prevention, and Lived Expertise Consulting. You can learn more at: waterlooregion.org

HOW TO APPLY

For those interested in this role, please send a cover letter, resume, and a professional writing sample to <mailto:david.alton@waterlooregion.org> by midnight August 13, 2024.