



elan

english language
arts network

15 March, 2019

Job Posting: Research Coordinator

This is a full-time position. The initial contract will be for 6 months, but the contract could be extended for the two-year duration of this project.

Anticipated start date: April 2019

Salary: \$30,000-38,000 per year commensurate with experience.

Schedule: 35 hours per week, Monday to Friday, 10 AM to 6 PM (flexible); occasional evening and weekend work is required.

Language(s) of work: The successful candidate will be fluent in English and French.

Location: #708, 460 Sainte-Catherine Street W., Montreal (between McGill and Place-des-Arts metro stations)

Benefits: A full staff position includes paid vacation leave (4%) and paid sick or personal leave, and offers a flexible schedule with compensatory time.

About ELAN

ELAN Quebec (English-Language Arts Network) is a non-profit organization devoted to helping Quebec's English-language artists make connections with one another, with their francophone colleagues, and with their audiences in Quebec, Canada and internationally. ELAN currently employs four full-time, permanent employees and several part-time employees. (www.quebec-elan.org/team)

Position Summary

- Working closely with the Executive Director, the Research Coordinator will collect data about grants and funding available within the government of Quebec (CALQ, SODEC, Ministry of Culture, Ministry of Education etc.) and assist in mapping available resources. The Research Coordinator will also collect data about needs within the English-speaking arts community and construct a map of community needs. The position requires the ability to collect and structure large quantities of information as well as the ability to collaborate with a wide variety of people, working in English and in French. This position will encourage individual creativity and offer scope for innovation.

Research Coordinator Qualifications

- Excellent written and oral communication skills in English;
- Good written and oral communication skills in French;
- 3-5 years experience as a project coordinator or researcher;
- First rate skills with collecting data and keeping track of it using Excel or equivalent software;
- Ability to adapt activities as information is gathered and the project evolves;
- Solid interpersonal communication and ability to collaborate to achieve goals;
- Meticulous record keeping and data management;
- Resourcefulness and ability to work independently, with creative problem-solving skills;
- Good computer skills with email, word processing, excel and databases;
- Ability to work harmoniously with many different collaborators;
- The ideal candidate would have experience working with a non-profit cultural organization.

Duties of the Research Coordinator include:

- Assist with determining project priorities and activities;
- Plan protocols for data collection and community outreach;
- Collect quantitative and qualitative data;
- Establish system(s) to map the collected data;
- Set up meetings with collaborators, and take minutes of meetings;
- Oversee the work of specialized researchers;
- Coordinate focus groups and consultations;
- Other admin tasks as necessary.

Accessibility

ELAN is not located in a fully accessible building. There is a wide doorway at the front entrance, and five steps in the lobby leading to the elevators. A cement ramp at the back entrance also provides access to the elevators. Wheelchair-accessible washrooms are available two floors below ELAN's office. For further information, call 514.935.3312 or email admin@quebec-elan.org.

How to Apply

We are accepting applications immediately. Interviews will begin early April, and will continue until a suitable candidate is found.

Please email the following materials to Guy Rodgers (Executive Director) at guyrodgers@quebec-elan.org :

- **CV/Resume** in **Word or PDF** format
- **Cover letter** in **Word or PDF** format
 - In your cover letter, please detail your interest in the position, and highlight your qualifications for this position.

We appreciate the time and energy candidates put into this process and will begin contacting candidates on **April 8** to update them on the status of their application.

If you have any questions about the position, or your candidacy, please call 514.935.3312 or email admin@quebec-elan.org.

ELAN is an equal opportunity employer and values diversity in its workforce, encouraging applications from all qualified individuals. We strongly encourage applications from members of the Government of Canada's job equity groups (i.e. persons with disabilities, visible minorities, Aboriginal peoples, and newcomers to Canada), and from all groups who experience marginalization. We encourage applicants to self-identify in their cover letter if they are comfortable doing so.