



If you are looking to join an organization which offers a meaningful **JOB OPPORTUNITY** then **CAST** is the place for you!

The Children's Aid Society of Toronto is proud of their long history of leadership in protecting children and their commitment to the provision of quality service to children and their families. If you are looking to make a difference in the lives of children, we have an opportunity for you.

The following temporary, full-time position is available and application are invited:

<b>Job Posting#:</b>	JP#17-143	<b>Employment Type:</b>	Temporary, Full-Time	<b>Department:</b>	Child Welfare Institute
<b>Salary:</b>	\$66,282 - \$75,709	<b>Employment Length:</b>	Up to nine (9) months	<b>Work Location:</b>	Yonge/Bloor
<b>Hours of Work (bi-weekly):</b>	70 hours	<b>Shift Information:</b>	Monday to Friday	<b>Affiliation:</b>	Union

## PURPOSE:

The Research Project Coordinator is responsible for assisting the Principal Investigator in the coordination of various research studies and evaluation projects for CAST and community based agencies and academic partners. Examples of duties include liaison with study partners, ethic reviews, grant writing, the development of tools, collection of data, inputting of data, analysis of data and the formatting and reporting of information.

## MAJOR RESPONSIBILITIES:

### 1. Coordination & Management of Current and New Research /Evaluation Projects

- Assist principal investigator in management of current research and evaluation projects
- Assist principal investigator in study implementation
- Modify and plan research experiments, procedures, tests, or survey instruments. Assists in research design.
- May prepare financial information and monitor budgets.

### 2. Data Collection

- Identify and recruit study participants for studies/evaluation projects
- Coordinate data collection and site coordination of data tracking
- Assist in tool development, data input, data cleaning, data analysis
- Coordinate focus groups, including finding space for groups to meet, identifying and contacting focus group participants, etc.

### 3. Data Analysis

- Interpret, synthesize, and analyze data using scientific or statistical techniques.

### 4. Prepare Reports

- Assist in knowledge dissemination.
- Write and edit material for publication and presentation.
- Report on status of research activities.

5. Other related duties as assigned

6. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.

7. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.

8. Uses sound judgment in consideration of financial resources.

9. Complies with Society's financial policies and procedures.

## **QUALIFICATIONS:**

### **Education and Experience**

- A Bachelor's degree in a related field and 6 months research assistant experience.

### **Knowledge and Skills**

- Demonstrated familiarity with quantitative and qualitative research methods and analysis (i.e. SPSS).
- Demonstrated interpersonal skills
- Demonstrated organizational and prioritizing skills
- Demonstrated initiative and problem solving skills
- High degree of writing skill required to summarize often lengthy case files;
- Strong analytical skills
- Demonstrated ability to work independently.
- Proficient with computer systems, data and word processing skills (Word, Excel)

### **Assets**

- Master's degree in related field
- Proficiency in a second language

**APPLY NOW!**

**APPLICATION DEADLINE:** August 23, 2017

Do not hesitate to apply on our website at [www.torontocas.ca](http://www.torontocas.ca) under employment if you think you can be our next superstar.

If you can't apply on our website, application including resume and cover letter can also be faxed (416-324-2400), or mailed (30 Isabella Street, 5th floor) to the attention of Human Resources Department indicating the position title, department and the JP#17-143. Applications received after the deadline will not be accepted. Only qualified applicants will be contacted.

### ***Accommodation at CAST***

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x. 2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

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