

**Black Child and Youth Studies Network
Post-Doctoral Fellowship
Community Research Coordinator Job Description**

POSITION TITLE	Community Research Coordinator - Post-Doctoral Fellowship, Windsor
ORGANIZATION	Black Child and Youth Studies Network, University of Windsor
JOB REPORTS TO	Dr. Andrew Allen Faculty of Education Program Lead, University of Windsor
CONTRACT	Fulltime contract position for 12 months with potential annual renewal; including office space
START DATE	August 15, 2018
RENUMERATION	Post Doc \$50,000/year with optional vacation and benefits in pay

DETAILS OF POSITION:

Black Child and Youth Studies Network is a program of research and related activities and an interdisciplinary partnership between 5 universities in communities with the largest Black populations in the province: York University, University of Toronto, University of Windsor, McMaster University and University of Ottawa.

The network was created as a multidisciplinary, multi-institution research program and policy development incubator to address issues of inequity and racism experienced by Black children and youth through structures and systems of education (including Kindergarten to Grade 12 and postsecondary education), child welfare, policing, healthcare, housing and criminal justice.

The Network through its research, will work with school boards, schools, and community organizations to design and pilot on-campus activities for youth. These activities will be designed to help the youth think about their post-high school years and conceive of university and college as possible options. The four main goals of the Network are to: Build capacity among Black children and youth, Mobilize knowledge, Build partnerships and networks and Conduct multidisciplinary research, program development and analysis.

The Ministry of Advanced Education and Skills Development (MAED), Ministry of Education (EDU) and Ministry of Child and Youth Services (MCYS) jointly developed and launched the Strategy for Ensuring Equitable Access to Postsecondary Education or Access Strategy in 2017. The Network will, through its research on topics related to systemic issues of inequality and racism experienced by Black people, enable the design of a new pathway for Black students to be recommended in their pursuit of undergraduate, graduate and postgraduate studies.

Responsibilities

Working in collaboration with and under the guidance of the Program Lead, the coordinator will coordinate and implement all project activities including but not limited to:

1. Project administration:

- Process and respond to all research and information requests associated with the project;
- Coordinate all project related meetings with other Network members, the local research team and advisory committee;
- Record, maintain and distribute minutes of all meetings;

- Collect and maintain all relevant documentation on all project administrative activities including financial reporting;
- Work closely with community partners/collaborators to secure space for research activities;
- Provide onsite coordination and logistic support during meetings and data collection; and
- Compile accurate and timely site-specific progress reports to project team as per funding agencies' requirements.

2. Research Activities:

- Coordinate and ensure project has ethical approvals and renewals;
- Coordinate outreach and promotional activities of project;
- Recruit community stakeholders to engage in a local advisory committee;
- Recruitment of Black children and/or youth to participate in research activities;
- Coordinate and implement all project activities; designing the research project, promotion and recruitment of participants, all site-specific research training, data collection and analysis, writing up the research report, and disseminating the findings through knowledge transfer activities developed in collaboration with the Program Lead and the project team.

QUALIFICATIONS, SKILLS AND ABILITIES:

- Awarded a Ph.D. or equivalent degree within the past 5 years;
- A combination of relevant education, training and experience in community-based research with Black children and youth and/or racialized communities;
- Experience in community-based research using both qualitative and quantitative methodologies;
- Prior experience in project coordination is an asset;
- Demonstrated ability to attend to details, including expertise in project and budget management;
- Solid knowledge and experience in addressing issues faced by Black children and youth in schools and communities;
- Excellent understanding of the effects of marginalization on education and strategies to promote educational equity;
- Excellent understanding of anti-oppression, empowerment and capacity building frameworks;
- Excellent verbal and writing skills, including the ability to prepare community research reports and lay language documents for public dissemination;
- Excellent critical analytical skills with the ability to work independently and collaboratively within a team setting;
- Computer literacy in Microsoft Word, Excel, PowerPoint, and social media;
- Knowledge or use of computer software for research (e.g., N-Vivo, SPSS) is an additional asset

Please submit a covering letter, resume and contact information via email by July 15, 2018 to:

Dr. Andrew Allen

Email: aallen@uwindsor.ca

Note: When submitting your application, please use the subject heading “Application: Black Child and Youth Studies Network Community Research Coordinator” to ensure that your application receives consideration.

We thank all who are interested in applying for the position. Please note that only candidates selected for interviews will be contacted. No phone inquiries please.