



Council of Agencies Serving South Asians (CASSA)

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Email: cassa@cassa.on.ca Website: www.cassa.on.ca

Job posting – Senior Research Analyst

Contract: 1-year contract with possibility of extension

Pay Rate: \$25/hour, 30 hours per week

Start date: May 1, 2018

Description: Research on Employment Equity for South Asian Immigrant Communities in Toronto is a 3-year project funded by United Way of Toronto and York Region. This initiative is a three-year community based research study on the employment needs, barriers, and recommendations for employment equity for South Asian immigrant communities in Toronto. CASSA is seeking to hire a Senior Research Analyst who will be responsible for all research related activities such as developing the research methodology, creating content for research instruments, liaising with stakeholders such as employment agencies, policy makers, employers, and advocacy groups. The researcher will also be responsible for analyzing all data that is collected, creating the evaluations, and writing the reports at the end of each year.

Qualifications and Requirements

- Completion of post-secondary degree relating to social sciences or public policy, or equivalent.
- Minimum 2 years working with immigrant and/or refugee populations or other marginalized communities.
- Minimum 3-4 years experience with research studies and project evaluation required
- Ability to liaise with stakeholders such as employment agencies, policy makers, employers, and advocacy groups.
- Demonstrated experience of developing and implementing creative outreach strategies
- Solid knowledge of communications (planning, organizing, presentation and networking skills)
- Clear understanding of employment equity for South Asian communities and its structural barriers
- Demonstrated skills in team building
- Strong conflict mediation skills and understanding of Anti-Oppression/Anti-Racism
- Demonstrated experience of working with and understanding of issues facing the South Asian community
- Demonstrated experience in community mobilizing

Duties and Responsibilities

- To design, implement and evaluate all aspects of the “Research on Employment Equity for South Asian Immigrant Communities in Toronto” project
- To participate in strategy development in order to meet the goals and deliverables for the project
- Create a research methodology and implementation plan in collaboration with various employment agencies in Toronto.
- Conduct background secondary research on employment need and barriers of South Asian immigrants.
- Develop research tools such as surveys, focus group questions, and interview questions.
- Create a schedule of focus groups and interviews and method of conducting surveys in collaboration with employment agencies.
- Formulate evidence-based recommendations for public policy makers in Ontario
- Create and implement information dissemination plan to policy makers and advocacy groups using the Needs Assessment and Recommendations reports.
- Arrange meetings with senior policy officials and large employers to discuss possible changes to policies on employment based on recommendations. Develop an ongoing social media campaign to keep the public engaged in the campaign and updated on any progress.
- Develop Evaluation materials as per donor’s feedback from campaign partners, public policy makers, employers, media partners, and general public on the impact of the campaign.

Please email your Resume and Cover Letter to Augustine Jegasothy: augustine@cassa.on.ca no later than Monday, April 23rd at 5pm. Please use the subject ‘Senior Research Analyst Position’ in your email.

We thank all applicants for their interest in this position, only those selected for an interview will be contacted.