



FULL-TIME CONTRACT POSITION AVAILABLE

Research and Partnerships Manager

Quebec English-Speaking Communities Research Network, Concordia University

General Accountability

Under the direction of the Senior Research Manager of the Quebec English-Speaking Communities Research Network (QUESCREN), Concordia University, and ultimately of Drs. Brian Lewis and Chedly Belkhdja, Co-Directors, the incumbent will: (1) provide strategic direction for organizational and partnership development, including funding, (2) manage staff involved in research, communications, knowledge mobilization, and administration, and (3) conduct independent research

Nature & Scope

Reporting to the Senior Research Manager, the incumbent must demonstrate the ability to perform all duties listed below. The incumbent must be able to function independently. The individual will be expected to discharge the required responsibilities with a level of judgment and maturity normally associated with a manager and researcher holding a Ph.D. degree.

Administrative and management activities include:

- In collaboration with the QUESCREN Senior Research Manager: hire, train, manage, supervise, and evaluate employees of QUESCREN.
- Assure the quality and timely completion of QUESCREN contracted research and research tool deliverables
- Prepare budgets and make appropriate recommendations to control expenditures; have signing authority for expenses up to an amount approved by Co-Directors
- Be Principal Investigator for some funds
- Ensure day-to-day management of projects and oversee contracts with external service providers

Research-related activities include:

- Oversee development and production of QUESCREN research documents, research tools, videos, and podcasts
- Prepare, or assist in preparation of policy recommendation documents and briefs
- Author and co-author independent research

The specific activities required of the incumbent include:

Strategic Development

- Participate in meetings of the QUESCREN Executive Committee
- Work with the team and the executive to determine broad orientations for QUESCREN
- Lead grant writing and narrative reporting
- Support strategic partnerships and development initiatives
- Manage communications and knowledge mobilization staff
- Collaborate with the Financial Officer and Senior Research Manager on budgets

Outreach and Representation

- Represent QUESCREN at various external functions, with senior representatives accompanying participation in high-profile engagements

Research Leadership

- Conduct research (approximately 25–50% of workload).
- Develop research priorities in partnership with Senior Research Manager
- Support and review research produced by staff, students, and collaborators.
- Oversee Data Portal on English-Speaking Quebec.
- Participate in Researcher-Member evaluation committee
- Other tasks as required

Student Development

- Support the recruitment, training, and mentoring of student research assistants.
- Develop opportunities for student engagement and professional development.

Working Conditions

- Position title: Research and Partnerships Manager, Quebec English-Speaking Communities Research Network
- Salary: \$55.00-\$60.00/hour (with annual salary and step increases on June 1)
- Hours: 28-35 hours/week (to be negotiated at time of job offer)
- Contract type: Non-CARE, non-TRAC contract regulated by Concordia University human resources policies
- Contract duration: 1 year, subject to renewal
- PIs: Drs. Chedly Belkhodja and Brian Lewis
- Immediate supervisor: Senior Research Manager
- Location: Minimum 1 day per week at Concordia University, Montreal, Loyola Campus, room CC-219. Flexible work arrangement allows up to 4 days per week from home.
- Start date: June 2026

Education and Experience Required or Considered Assets

- Doctoral degree in a relevant discipline preferred
- Experience in overseeing complex projects and staff
- Knowledge of English-speaking Quebec and linguistic minority issues
- Demonstrable experience in carrying out the type of tasks outlined above with a high level of autonomy
- Knowledge and experience of the following technology:
 - Event management tools (Eventbrite, Zoom, Teams, Doodle etc.)
 - Microsoft suite (Word, Excel, etc.)
 - Database applications used for QUESCREN research tools
- Advanced knowledge of English: writing, speaking, reading
- Advanced knowledge of French: speaking, reading. Advanced written French is an asset.

How to apply

Please send your CV and cover letter to patrick.donovan@concordia.ca **by June 7, 2026**.

Employment Equity

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.