

TEMPORARY FULL-TIME POSITION AVAILABLE **QUESCREN Research Associate – Research Briefs Project**

GENERAL INFORMATION

The Quebec English-Speaking Communities Research Network ([QUESCREN](#)) at Concordia University invites applications for the position of Research Associate. The chosen candidate's main task will be to produce a series of 16 brief research documents ("research briefs," as described below), and other research-related tasks if time permits.

The term of work will be May 23, 2023 to March 31, 2025. There is a possibility of contract renewal if funding is renewed.

QUESCREN is a collaborative network of researchers, stakeholders, and educational and other institutions that improves understanding of Quebec's English-speaking communities and promotes their vitality.

The chosen candidate will report to immediate supervisor Dr. Lorraine O'Donnell, QUESCREN Senior Research Associate and Advisor, and will work in collaboration with the QUESCREN team. Drs. Chedly Belkhdja and Brian Lewis direct QUESCREN.

THE RESEARCH BRIEF SERIES

Sponsor (funder): Secrétariat aux relations avec les Québécois d'expression anglaise (**SRQEA**)

Goal: to raise awareness of English-speaking Quebec (**ESQ**) realities experienced and challenges faced

Description: The project involves producing 16 briefs. Each brief will:

- Address a priority issue related to ESQ, determined in collaboration with SRQEA
- Be a summary document, 1-4 pages long, in a format determined in collaboration with SRQEA (e.g., research summaries, infographics, etc.)
- Be reviewed by an established researcher
- Involve collaborating with community sector organizations, where appropriate
- Be disseminated as follows:
 - On a QUESCREN [website](#)
 - Through QUESCREN notices, newsletters and social media
 - Four (4) online Lunch & Learn events for the series. Media will be invited, and the event videos will go on QUESCREN's YouTube channel
- Be stored and searchable via the Community Knowledge Open Library (CKOL)

RESPONSIBILITIES AND WORK STATEMENT

For the research brief series, the Research Associate will:

- Meet with QUESCREN team and SRQEA as required, including in person once a week
- Collaborate with SRQEA and the QUESCREN team to identify 16 priority topics related to ESQ
- Conduct research on the topics: identify and read relevant scholarly and community-based literature available on CKOL
- In collaboration with the QUESCREN team, identify and recruit 1 or more established researcher(s) who can review 1 or more draft briefs; produce draft contracts to hire the researcher(s) for this purpose
- Write drafts of the 16 briefs
- Coordinate the established researcher reviews of the drafts
- Submit final drafts for review by the QUESCREN team

- Finalize the briefs
- Liaise with the following professionals to produce the briefs in their final form:
 - Text editor
 - Translator
 - Graphic designer
- Communicate results through QUESCREN media
- In collaboration with QUESCREN team, produce a Lunch & Learn event promoting the series

If time permits, the Research Support Professional will be requested to conduct other research activities (knowledge production and mobilization) related to the topic of English-speaking Quebec as required.

SKILLS AND QUALIFICATIONS REQUIRED

- Completed Master's degree
- Demonstrated advanced experience writing research documents, especially reports
- Demonstrated capacity to write in a clear and concise manner to make complex ideas accessible
- Demonstrated knowledge of the English-speaking communities of Quebec
- Experience in coordinating projects
- Familiarity with statistics (reading data sets, using Statistics Canada census data, generating statistical tables, etc.) is an asset
- Experience in knowledge mobilization (promotion of research results, organizing research events) is an asset
- Knowledge of social realities of Quebec
- Excellent English: reading, writing, speaking
- Advanced French reading and speaking

TERMS OF THIS POSITION:

The term of work is May 23, 2023 to March 31, 2025.

Work Schedule: 28-30 hours per week. Candidates will be expected to join the QUESCREN team in person, normally Wednesdays, at the Loyola Campus at Concordia University in Montreal. The other workdays may be carried out virtually from home.

Salary: \$26.68- \$36.94 per hour

Union/Association/HR Policy: CARE. This is a "Research Associate" position.

INTERESTED CANDIDATES: SEND YOUR CURRICULUM VITAE (MAX. 2 PAGES), TWO WRITING SAMPLES, AND NAMES AND CONTACT INFORMATION OF TWO REFEREES BY APRIL 26, 2023 TO: quescren@concordia.ca In the subject line, please indicate: **"QUESCREN research briefs position."**