JOB POSTING

COLOUR OF POVERTY-COLOUR OF CHANGE (COP-COC) Data Project Coordinator

Salary and hours: Part-time - $25 per hour - 21 hrs per week – flexible hours and days

Duration: Immediate until March 31, 2015, with potential for project to continue into 2015

Application Deadline: Friday, June 20, 2014

Position Background

The Colour of Poverty-Colour of Change has developed a tool to assist organizations collect data about their users/clients/members on a disaggregated basis by race, gender, disability, sexual orientation/identity, etc. COP-COC believes that the collection and use of disaggregated data is an important step towards understanding the differential experiences of different communities in all aspects of their lives including: access to services, health, education, civic participation, economic development, justice, etc.

Position Summary

Under the general supervision of the COP-COC Steering Committee, the COP-COC Data Project Coordinator will develop and implement a pilot test plan that includes working with select community agencies to develop an environmental scan, and train the agency staff and volunteers on how to use the data collection tool, how to conduct data analysis and apply the learning to their policy/program development. The Coordinator will also collect feedback about the tool from these agencies. This project is funded through a Trillium Grant. The Employer is COP-COC Steering Committee member, Metro Toronto Chinese and Southeast Asian Legal Clinic.

The Project Coordinator will work from an inclusive anti-racist, feminist, pro-choice, and anti-oppression framework encompassing all the inequities caused by race/ethnicity, gender, gender identity, class, violence, sexual orientation, religion, culture, language, disability, immigration status and socio-economic circumstances.

Main Responsibilities

- Develop materials for multiple audiences (including clients) to explain the benefit of having disaggregated data, the need to collect such data, and how to collect and use such data by community agencies and other broader public sector organizations
- Work with potential partner community agencies to carry out scan of environment and demographics of the communities they serve
- Train community agency staff on use of the tool and provide ongoing support for the duration of the project including trouble-shooting
- Assist agencies in analyzing the data collected and assess against the agencies' stated mandate and communities served
- Conduct project evaluation and develop project report

- Other duties as assigned

Education
Minimum undergraduate degree is required, with graduate degree an asset, in the social sciences or humanities, or public policy, political science or geography.

Experience
- Minimum 1 to 2 years of experience working with a public policy or community research mandate preferably in a community or NGO environment;
- Experience in working with racialized communities, working on issues that impact on racialized communities, or in an anti-racism environment is a strong asset.

Skills
Demonstrated skills/ability in the following areas:
- Work with databases;
- Work independently as well as in a team environment;
- Oral and written communication;
- Analytical, problem solving, attention to detail;
- Working within an anti-racism, anti-discrimination framework;
- Multi-task, set priorities, meet tight deadlines;
- Professionalism, tact, sensitivity and diplomacy in engaging with multiple stakeholders;
- Flexibility, self-directed, initiative, creativity;
- MS Office, web-based applications such as Google docs, webinars, online surveys, e-communications and social media (Facebook, Twitter, YouTube, etc)

How to apply
- Submit electronic resume and cover letter to:
  Hiring Committee- COPC Data Project Coordinator
  Send by email to: copc@ocasi.org
- **Application Deadline: Friday, June 20, 2014**
- No telephone or email inquiries please

Metro Toronto Chinese and Southeast Asian Legal Clinic is committed to Employment Equity and encourages applications from all qualified candidates.