

## **Job Posting: Access to Justice Project Coordinator/Researcher**

By OCASI – Ontario Council of Agencies Serving Immigrants  
This is a Colour of Poverty-Colour of Change (COP-COC) Initiative

Hours & Duration: Part-time, flexible hours and days, Immediate until August 1, 2018

**Application Deadline: Tuesday February 7, 2017**

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### **Project Summary**

**Who:** Led by OCASI, in partnership with Colour of Poverty-Colour of Change, Metro Toronto Chinese and Southeast Asian Legal Clinic, Rexdale Community Legal Clinic and South Asian Legal Clinic of Ontario.

**What:** The project will conduct research into the barriers faced by racialized Ontarians in accessing administrative tribunals, and how these barriers affect the effectiveness and efficiency of the administrative tribunals; develop a tool and policy concerning the collection of disaggregated data with respect to the users of the tribunals; review policies from multiple jurisdictions that support access to tribunals for racialized and other disadvantaged individuals.

#### **Goals:**

- a) To advance access to justice for racialized Ontarians by identifying barriers to accessing tribunals and proposing policy and practice solutions to eliminate barriers;
- b) Identifying good practices and resources from other jurisdictions that can improve access to tribunals.

### **Position Summary**

The Access to Justice Project Coordinator will work with guidance from the Project Steering Committee, to undertake research into the barriers that racialized Ontarians face in accessing administrative tribunals, using a variety of approaches including literature review, legal research, user survey and key informant interviews; develop policy and practice recommendations to address barriers; develop a tool and policy to facilitate the collection of disaggregated data; and identify good practices and policies in use in other jurisdictions that can improve access to tribunals.

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.

This project is funded by the Law Foundation of Ontario as an Access to Justice Grant.

The employer is OCASI – Ontario Council of Agencies Serving Immigrants.

### **Main Responsibilities**

- Research barriers that racialized Ontarians face in accessing administrative tribunals, using a variety of approaches including literature review, legal research, user survey and key informant interviews, and develop policy and practice recommendations.

- Develop a tool and policy to facilitate the collection of disaggregated data.
- Research good practices and policies in use in other jurisdictions that can improve access to tribunals.
- Develop and maintain social media presence for the project, including for report dissemination.
- Coordinate all project activities including with project partners, steering committee and reports to funder.
- Other duties as assigned

### **Education**

- Minimum undergraduate degree is required, ideally in social sciences or humanities, or public policy, political science or geography.
- Legal degree or training is an asset.
- Graduate degree is an asset.
- Research training is an asset.

### **Experience**

- Minimum 1 year experience working with a public policy, or legal, or community research mandate preferably in a community or non-government organization 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.
- Familiarity with tribunals is an asset.

### **Skills**

Demonstrated skills/ability in the following areas:

- Working within an anti-racism, anti-discrimination framework;
- Legal or academic research, and community-based research;
- Working with a database;
- Oral and written communication in English;
- Work independently as well as in a team environment;
- Analytical, problem solving, attention to detail;
- 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.

Compensation will include benefits package.

### **How to apply**

- Submit electronic resume and cover letter to: Hiring Committee- OCASI Access to Justice Project Coordinator - send by email to: [copc@ocasi.org](mailto:copc@ocasi.org)

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No telephone or email inquiries please

OCASI is committed to employment equity and encourages applications from all qualified candidates.