



**Bilingual Senior Coordinator, Policy – Research**  
**OCASI - Ontario Council of Agencies Serving Immigrants**  
Toronto, Ontario

**Overview:**

Are you a bilingual researcher who wants to lead OCASI's research and policy analysis activities to drive our Policy and Public Education program? Then come work with OCASI to make a difference in Ontario's im/migrant and refugee-serving sector.

**Who are we looking for?**

We are looking for a dynamic bilingual (French and English) researcher who has extensive knowledge of research methods and techniques from a community development and public education perspective as well as knowledge of the principles of research design.

**What are some of the key responsibilities for the Bilingual Senior Coordinator, Policy – Research?**

- Research, write and produce policy documents for the Board, Membership, staff and other stakeholders. Policy documents include position papers, briefs and responses to government policy positions
- Develop and implement research, consultations, policy processes and strategies to analyze issues, trends and concerns affecting immigrants and immigrant-serving organizations
- Develop and implement strategies to encourage and obtain stakeholder engagement
- Monitor and analyze trends in federal, provincial and municipal policies affecting the social, economic and political impact on immigrants and refugees and their service organizations
- Represent OCASI at coalitions, government and community committees, conferences, consultations and public forums
- Work with the Policy team to develop and update content and structure of the OCASI website including OCASI regular communication documents and publications

**REQUIRED QUALIFICATIONS:**

- Relevant post-secondary degree (e.g. social sciences, public policy, communications, immigration studies) or the equivalent acceptable combination of education and experience working in the non-profit sector
- Minimum of 5 years of experience in policy development
- Extensive knowledge of research methods and techniques from a community development and public education perspective as well as knowledge of the principles of research design
- Demonstrated skills and experience in clear verbal and written communication in English and French for diverse audiences (example: immigrant and refugee serving sector, partners, funders)
- Excellent research skills and the ability to analyze, organize and share large amounts of information

- Demonstrated commitment to principles of social justice, equity and inclusion as well as the ability to function in a multidisciplinary, racially and culturally diverse workplace and work with a wide range of partners
- Detail-oriented with strong organizational skills and the ability to prioritize, multi-task as well as meet tight deadlines and demanding schedules
- Good judgment, problem solving and conflict resolution skills
- A team player who can take the initiative and work independently, and is committed to OCASI's mission
- Proficiency with computers and Internet

**Details:**

- Willingness to do some travel in Ontario and nationally for conferences, symposia and other knowledge transfer opportunities, if and when permitted by public health safety requirements.
- This is a full-time unionized position
- Salary is \$56,342 plus benefits, unionized with Unifor Local 87M

**How to apply:**

Send a cover letter and resume with **Bilingual Senior Coordinator, Policy – Research** in the title by June 24<sup>th</sup>, 2022 to: Hiring Committee, OCASI at [gethired@ocasi.org](mailto:gethired@ocasi.org). **This posting will remain open until the position has been filled.**

OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black, racialized, a woman, or a person with a disability. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

We thank all applicants for applying however, we regret only the candidates selected for an interview will be contacted. No telephone inquiries please.