**PROJECT COORDINATOR AND RESEARCHER** (Full-time, Contract until March 31, 2019)

**Job Summary**

Reporting to the Sr. Manager, the Project Coordinator and Researcher is a member of Workforce WindsorEssex’s research team and is responsible for research, project coordination and engagement.

The Project Coordinator and Researcher will be assigned project work by the Senior Manager. To ensure its relevancy and use by stakeholders, project work must be undertaken with a high level of stakeholder engagement throughout the development process. With support from the Lead Researcher, the Project Coordinator and Researcher develops questionnaires, co-ordinates and conducts surveys, analyzes data, and compiles and interprets statistics on social issues and policy areas.

The Researcher will act in the best interest of the organization, employ reliably good judgement, meet professional standards in social policy research, be highly organized, apply thoughtful analysis to data and statistics, challenge assumptions, be without bias, write resources according to their audience, and be an excellent presenter of complex information.

**Essential Duties and Responsibilities**

The Project Coordinator and Researcher will be responsible for:

* Working with your Supervisor and Project Manager to ensure the successful undertaking of all job duties, responsibilities and work assignments.
* Working with the Lead Researcher, to ensure that organizational research standards and practices are continually satisfied.
* Leading project coordination efforts on assigned projects, including:
  + Conducting environmental scans of labour market issues
  + Professionally articulating project rationale orally and in writing.
  + Adhering to project methodology.
  + Completing project deliverables and milestones.
  + Achieving performance measures and expected outcomes.
* Undertaking primary and secondary research and data collection, including:
  + Scrubbing raw data and manipulating data.
  + Developing research design for consultations, focus groups, and surveys.
  + Collecting qualitative and quantitative data through consultations, focus groups, and surveys.
  + Electronically entering and coding research responses.
  + Reviewing best practice solutions for various labour market issues and adapting strategies to fit local needs.
  + Analyzing and interpreting data as well as writing detailed reports/guides/booklets/training resources for a variety of audiences.
  + Completing data requests for external partners.
* Undertaking a high level of stakeholder engagement and community outreach, including:
  + Developing a strong working relationship with key contacts in industry by responding to queries, seeking pertinent information and ensuring the completion of all project work.
  + Liaising with employers, service providers, educational institutions, jobseekers, students, educators and other community organizations.
  + Attending assigned meetings, presentations and events for the purpose of gathering relevant information, disseminating labour market information, and engaging others in our work.
  + Organizing, maintaining and driving the work of the Employer Engagement Working Group.
* Representing Workforce WindsorEssex professionally on local committees and working groups, while also sharing local labour market information, results, resources and products to a diverse range of audiences in person, in writing, and through infographics, public displays and social media.
* Supporting the discovery, development, submission and execution of existing and new grants that align with Workforce WindsorEssex’s mission.
* Performing other duties as required.

**Qualifications & Requirements**

* College or University credential in a related field.
* Experience with qualitative and quantitative research and analysis.
* Experience with coordinating projects.
* Excellent written and oral communication skills.
* Attentive to detail and highly organized.
* French is an asset.
* Access to reliable transportation to/from work, for off-site meetings and presentations.

**Remuneration**

The wage range for Project Coordinator & Research will be $22 to $28/hour based on experience. A health and dental benefit plan is available to all employees; however, employees pay 100% of the premiums. Workforce WindsorEssex offers a flexible and positive working environment.

As an organization dependent on project based funding, we are unable to offer permanent positions.

**How to Apply**

Send your resume and cover letter to [careers@workforcewindsoressex.com](mailto:careers@workforcewindsoressex.com)

Deadline to apply is Friday, October 26th at 4:00 p.m.

**About Workforce WindsorEssex**

Workforce WindsorEssex is a workforce and community development board whose mandate is to plan, facilitate and advocate for regional workforce development, defined as the development, retention, and recruitment of a wide range of skilled workers to meet the current and future economic and social development needs of Windsor-Essex.

In its 10th year of operation, Workforce WindsorEssex currently receives funding under three projects: Windsor Essex Local Immigration Partnership, Local Employment Planning Council and WEskills. Learn more at [www.workforcewindsoressex.com](http://www.workforcewindsoressex.com).

**About the Local Employment Planning Council project**

The Local Employment Planning Council (LEPC) project is funded in part by the Government of Canada and the Government of Ontario. The LEPC pilot aims to increase the access to accurate, up to date, local labour market information and help pioneer new and innovative approaches to local employment planning. October 2018 to March 2019 will be the 3rd phase of the LEPC project. This contract position is dependent on the funding of this project.