



JusticeTrans.org

Project Coordinator and Head of Research Position

Position Summary

JusticeTrans is looking for an enthusiastic and dedicated Project Coordinator and Head of Research to lead a project on access to justice for trans people (including, but not limited to, transgender, transsexual, non-binary, Two-Spirit, and intersex people, and those who do not identify with the gender they were assigned at birth) in Canada. The Project Coordinator will be responsible for the management and the timely completion of the *Trans Access to Justice Knowledge Enhancement and Capacity Building Project*. The project aims at increasing JusticeTrans' knowledge of access to justice issues within the trans community in Canada and at increasing the organisation's capacity, both in terms of governance and in terms of programming and advocacy. The Project Coordinator will also act as the project's lead researcher. The Project Coordinator will be supported by and will supervise the work of the Administrative Assistant, the Project Officer and various part-time project and research assistants.

Key Responsibilities

- Managing the day to day life of the project and insuring its completion;
- Monitoring the progress of the project, project activities and project budget;
- Documenting and following-up on important actions and decisions from meetings;
- Preparing necessary presentation materials for meetings;
- Advising the supervisors or project committee or Board on project related matters;
- Provide solution to issues related to the project;
- Planning and organising pan-Canadian online consultations with the trans community;
- Conducting online consultations and qualitative research;
- Undertaking the ethics review process;
- Interpreting data and results of documentary research;
- Researching access to justice and trans issues;
- Drafting research reports and education materials;
- Drafting progress reports and other accountability documents;
- Supervising other employees working on the project;
- Ensuring the completion of activities by contracted professionals;
- Organising project related events;

- Community and academic outreach; and
- Conducting other activities and tasks related to the completion of the project as needed.

Position Requirements

- Master's Degree in Social Sciences or Humanities, preference for a Doctoral Degree;
- Demonstrated interest in trans issues and demonstrated or potential interest in access to justice issues;
- High proficiency with qualitative methods and familiarity with quantitative methods, preference for familiarity or proficiency with legal research;
- Commitment to social justice and understanding of intersectionality;
- Proficiency with various communication, research and editing software, Microsoft Office, and general computer use;
- Preference for experience conducting or being part of large scale qualitative research projects;
- Excellent research and writing skills;
- Autonomy and leadership skills;
- Ability to work well with in a team;
- File management and record keeping skills;
- Preference for the ability to communicate in both official languages;
- Good communication skills;
- Access to a good internet connection.

We strongly prefer to hire a candidate who is a part of the trans community. Given the importance of intersectionality for JusticeTrans and for this project, we will further be prioritizing those who identify as trans feminine, BIPOC (Black, Indigenous, Person of Colour), and people with disabilities.

Contract Information

The position is full-time (7.5h per business day) from December 7th 2020 to March 31st 2022 (there is flexibility to start in early January 2021 for the right candidate). Due to COVID-19 and the global position, the Project Coordinator and Research will work remotely from home (although the position is considered to be in Ontario for payroll purposes).

Salaries and Benefits

The salary for this position is around \$64,896/year (subject to final budgetary approval). JusticeTrans also offers health and dental insurance and paid vacations, among other benefits.

About JusticeTrans and the Project

JusticeTrans is a national not-for-profit organization. JusticeTrans' mission is to increase access to justice for the trans community across Canada. JusticeTrans strives to offer the most up-to-date legal information relevant to trans people across Canada in an accessible manner. JusticeTrans wishes to

foster an environment where trans people in Canada are increasingly aware of their legal rights in the face of an ever-changing legal landscape and of the ever increasing cost of and other barriers related to access to justice. JusticeTrans is committed to intersectionality.

The *Trans Access to Justice Knowledge Enhancement and Capacity Building Project* aims at increasing our capacity to deliver on our mandate and at increasing our knowledge about access to justice issues related to the trans community in Canada. Key project activities include online pan-Canadian consultations to assess the needs of the trans community regarding access to justice, access to justice research, the development of access to justice educational materials, translating existing materials to extend our reach to Francophones in Canada, grant writing, developing and implementing a membership structure, good governance activities, and building community and institutional relationships. The *Trans Access to Justice Knowledge Enhancement and Capacity Building Project* is funded by Women and Gender Equality Canada.

Accommodation

JusticeTrans is happy to provide any needed accommodations for candidates during the hiring process and during employment. To request an accommodation, please email info.justicetrans@gmail.com.

Applying and Contact

To apply, please submit in pdf format the following documents via email at info.justicetrans@gmail.com:

- a cover letter of maximum 2 pages;
- a writing sample; and
- a CV (standard or academic).

You must indicate in your cover letter if you are a Canadian Citizen or a Permanent Resident of Canada and your language skills (particularly French and English). Please also indicate your pronouns in the cover letter. You are also encouraged, but not required, to self-identify in the cover letter, particularly regarding gender identity.

If a candidate is invited to an online interview, they will be asked to provide the contact information of 2 references.

Please send an email to info.justicetrans@gmail.com for inquiries about the position.