

JOB POSTING

ROAD TO JUSTICE – PROJECT LEAD (CONTRACT)

CHINESE CANADIAN NATIONAL COUNCIL FOR SOCIAL JUSTICE

The logo for the Chinese Canadian National Council for Social Justice (CCNC-SJ) is a red square with the text "CCNC-SJ" in white, bold, sans-serif font.

June 6, 2023

Job Type: Part-Time, Contract (7-8 Months)

Job Focus: Historical Research/Policy Analysis

Education Level: Professional degree in a relevant field of study

Career Level: Experienced

Compensation: \$25,000

Start date: Immediately

Application Deadline: June 26, 2023

Chinese Canadian National Council for Social Justice (CCNC-SJ) is seeking a **Project Lead** to recruit and lead a team of at least 2 researchers to compile content and build a timeline of the history and development of Chinese and Asian Canadian communities and public policies affecting racialized peoples between 1850-1980.

With funding from the Royal Bank of Canada, CCNC-SJ continues the [Road to Justice project](#), created by the [Chinese and Southeast Asian Legal Clinic \(CSALC\)](#), to investigate racist Canadian federal and provincial legislation that restricted the lives of Chinese Canadians and shaped the distinct historical context of specific Asian Canadian communities, starting from the first arrival of Chinese workers and settlers.

OBJECTIVE

Launched in 2011, [ROAD TO JUSTICE](#) is an online source for historical research that is widely used by academics, journalists, lawyers, students, and policy analyzers. Our goal is to update the platform and expand the historical content to include a broader history of policies that affected racialized peoples and Asian settlers.

The Project Lead will build and lead a team of researchers to examine the historical effects of racist policies and systems in healthcare, immigration, labor, housing, education, and urban planning affecting Asian Canadian communities, prepare a timeline and report, and work with the coordinator and web-team to organize content for online presentation.

MAIN GOALS

- Expand educational content on the effects of racist policies on the development of Chinese and Asian Canadian communities.
- Create an inclusive and comprehensive timeline acknowledging solidarity with other immigrant settler communities and Indigenous peoples.
- Design content to be easily accessible for researchers and community members of all ages.

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ccncsj.ca | national@ccncsj.ca | 416 613 0435

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RESPONSIBILITIES

- Consult with CCNC-SJ to develop an outline of essential subjects, topics, and eras of focus.
- Hire and lead a team of 2-3 research assistants with support and guidance.
- Execute the research work plan following the outline and project time frame.
- Ensure that the relevant research methodology and historical research principles are applied to review, critically appraise, interpret, and analyze published literature following established protocols, policies, and procedures.
- Collaborate with other research partners and community groups to conduct in-depth research and compile well-grounded supporting documentation, sources, visual content, and other related materials suitable for all ages.
- Create a report and chronological timeline of written and visual content.
- Work closely with the coordinator and web team to prepare content for the website.
- Report monthly to CCNC-SJ on progress and exercise appropriate project budget controls.

IDEAL CANDIDATE

The candidate will demonstrate most, or all aspects listed below:

- Demonstrated experience writing and editing, including writing grant applications, correspondence, project materials, documents, and reports, and contributing to research findings that are published in academic journals and/or media.
- Has a passion for storytelling with an EDI lens for racial equity, equality, and social justice through inclusive content that illustrates an awareness of gender, race, ethnicity, sexual orientation, and other forms of diversity, and has a grasp of current social issues in Canada.
- Knowledge of research and analytical methods and techniques, including quality assurance techniques and performance measures, to conduct quantitative and qualitative research and perform policy analysis.
- Demonstrated ability to analyze, problem solve, and exercise independent judgment based on sound principles and to take necessary action.

SKILLS & QUALIFICATIONS

- Professional degree or equivalent educational background with a minimum of 2 years of related research work experience.
- Experience in a project management role within a not-for-profit organization or equivalent
- Excellent interpersonal and communication skills, both written and oral.
- Experience monitoring and guiding research assistants and/or student researchers in a remote setting.
- Ability to work collaboratively with CCNC-SJ allies in policy matters, academic leaders,

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committees, institutions, and/or independents.

- Flexibility in adjusting to changing circumstances; demonstrated multi-tasking skills; ability to coordinate multifaceted and concurrent research and tasks.
- Planning and coordinating skills with demonstrated ability to set priorities, meet deadlines and facilitate the team to do so.
- Advanced computer skills and proficiency using computer applications such as MS Office applications, email and web browsers, and various related research tools and software.

ASSETS

- Experience working with Asian Canadian communities, collectives, institutions, and working groups.
- Proficiency in oral and written communication in Chinese (simplified/traditional).

To apply email your resume and cover letter to recruiting@ccncsj.ca.

We thank all applicants for their interest and will contact candidates who have been shortlisted for interviews. Visit ccncsj.ca to learn more about our work.