

**CANADIAN TEACHERS' FEDERATION***INVITES APPLICATIONS FOR THE POSITION OF***RESEARCH PROJECT COORDINATOR, contract position**

The Canadian Teachers' Federation (CTF/FCE) is seeking a Research Project Coordinator to join its staff on a temporary basis. The Research Project Coordinator will be responsible for leading and coordinating a pan-Canadian research project on teacher and educator mental health, funded by the Public Health Agency of Canada (PHAC), in collaboration with researchers from the University of Ottawa and the Centre for Addictions and Mental Health (CAMH), CTF/FCE colleagues and Member Organizations, as well as participating school personnel.

Reporting to the Director of Research, Labour Relations, and Professional Issues, the Research Project Coordinator should be a highly skilled professional with a keen interest in publicly funded public education, the teaching profession, and mental health and well-being. The ideal candidate will have the following qualities, knowledge, experience, and abilities to perform the duties as assigned within the Research, Labour Relations, and Professional Issues team and the CTF/FCE. These include among other things:

- Excellent communication skills in English and French, both oral and written, at a level which allows them to work in both languages as may be required;
- Graduate degree in relevant field(s);
- Solid experience in project development, implementation, management, and evaluation;
- Highly proficient in Microsoft Teams, Word, PowerPoint, SharePoint, and other digital tools, including presentation tools;
- Ability to work both independently and as part of a team;
- Flexibility to occasionally work outside typical office hours/days.

Responsibilities may include, but may not be limited to:

- Organizing and coordinating researchers and collaborators to implement the project;
- Maintaining project timelines;
- Working with the project's Principal Investigator to ensure project guideline compliance, and organize and compile data for knowledge translation activities;
- Following research ethics requirements and agreements;
- Organizing, coordinating, and managing communication with pilot schools throughout the project;
- Organizing, coordinating, and managing the implementation of the mental health intervention program, focus groups, surveys, and school baseline assessments;
- Organizing and maintaining agreements with researchers, schools/school boards/districts as needed;
- Collaborating with CTF/FCE staff to conduct school environmental and community assessments;
- Traveling to pilot schools for initial setup and relationship building with administrators and school staff; traveling (as needed) throughout the project to school sites;
- Collaborating and communicating with a variety of colleagues including: CTF/FCE staff, CAMH staff, the Principal Investigator, University of Ottawa researchers, school administrators; teacher and educator participants;

- Reporting findings to relevant CTF/FCE bodies, including the Executive, Board of Directors, Advisory Committee on the Teaching Profession, and National Teacher Research Network;
- Reporting to PHAC as required by the Funding Agreement; Collaborating with the Principal Investigator, CTF/FCE colleagues, and researchers on potential presentations of the findings;
- Other tasks related to the broader work of the CTF/FCE, particularly in research.

Duties begin **January 2023**, with a competitive annual salary of \$110,460 and a full range of benefits. This temporary position is Ottawa-based, where the CTF/FCE offices are located on the traditional unceded territory of the Algonquin Anishinaabe People. The CTF/FCE acknowledges the Truth and Reconciliation Commission Calls to Action and commits to furthering the work of reconciliation. The successful candidate must work primarily at the CTF/FCE building.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, the CTF/FCE is committed to building a skilled, diverse workforce reflective of Canadian society. We promote employment equity and encourage candidates to indicate voluntarily on their application if they identify as a member of an equity seeking group. The CTF/FCE values each community member's identity and well-being. Accommodations will be provided upon request to support applicants with disabilities throughout our recruitment process. Should you require an accommodation, please advise us during our initial communication and we will work to meet your needs.

Interested candidates are invited to submit a cover letter and résumé, along with the names and contact details of three references, to CTF/FCE Assistant Executive Director Claudia Guidolin, electronically via HR_RH@ctf-fce.ca.

All applications must be received no later than noon on **December 15, 2022** (Eastern Time). We thank all of those who apply for this position. All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial Member and Associate Organizations that represent over 365,000 teachers across Canada. The CTF/FCE is also a member of the 32-million-member Education International. As a federation of teacher Organizations, the CTF/FCE promotes and supports quality inclusive publicly funded public education, in all its forms. We uphold teaching as a profession and advocate for adequate resourcing, labour rights, and social justice, across Canada and around the world. The current strategic plan of the CTF/FCE has four broad goals: to continue to improve support for and engagement of Member and Associate Organizations and – by extension – more of the 365,000 teachers and educators the CTF/FCE represents; to further enhance the connections and collaboration with Member, Associate, and Partner Organizations; to increase CTF/FCE voice and visibility advocating for quality accessible inclusive publicly funded public education, social justice, and the rights of teachers and education workers; to continue internal and operational improvements.