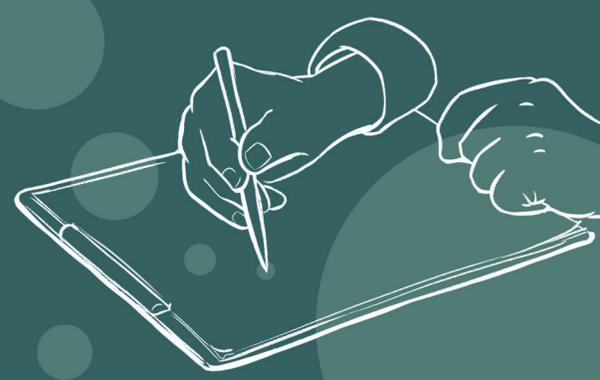




*Title:*

# SENIOR RESEARCHER



**FULL TIME**

Job posted: August 24<sup>th</sup>, 2018

## REPORTS TO

Research Manager

## WHO WE ARE

Cardus is a public policy think tank aimed at renewing North America's social architecture. Drawing on 2,000 years of Christian social thought, we bring credible public research to bear on concrete needs. We have research programs and initiatives in the following areas: Education, Family, Health, Law and Religious Freedom, Social Cities, and Work and Economics.

## WHO WE ARE LOOKING FOR

We are looking for creative thinkers, networkers, and researchers with expertise and interest in social policy. Successful applicants will have effective public policy research skills and the ability to provide writing and research assistance to an interdisciplinary team of program directors. Valuable assets include: First-hand knowledge of education policy and practice, including the independent religious school sector (K-12) in Canada and/or the U.S.; and an understanding of Canadian religious freedom issues and how they relate to public faith. These team members will also manage external contracts for research deliverables and make briefing presentations to stakeholders and media. Bachelor's degree required.

## HOW TO APPLY

We will review applications as they are received and look forward to hearing from you. Job posted until filled. Apply here: [fitzii.com/apply/33919](https://fitzii.com/apply/33919)

## CORE COMPETENCIES

- Well-developed public policy research skills, with the ability to set and meet deadlines and work with a growing team.
- Expert writing and editing skills and a strong ability to grasp and communicate complex material and ideas to a wide variety of audiences, including media and stakeholders.

- Biblical and theological literacy, including an understanding of the significance of Christian social thought for contemporary public life and public policy challenges.
- An understanding of the contributions of Christian schooling to a diverse educational landscape in North America, or the history of religious freedom in Canada.
- Confidence in taking initiative.
- Creativity, flexibility, efficiency, organization, and attention to detail.
- Adaptability to changing programs, publications, and deadlines.
- Computer literate, including effective working ability with MS Word, Excel, PowerPoint, e-mail, and Adobe Products.
- Strong work ethic and positive team attitude.
- Commitment to confidentiality, discretion, and an ability to adjust to other tasks or priorities as assigned.
- Aptitude for continual learning and professional development.
- Some travel may be required, including a minimum of ten days per year for staff trainings and meetings.

## POSITION EMPHASIS

### RESEARCH.

- Assist with the production of policy papers and briefs for audiences including school associations, parliamentary committees, media, civil society leaders and stakeholders.
- Undertake web and literature research; fact checking.
- Conduct consultative field research through telephone and in-person interviews.
- Questionnaire design and survey development skills regarded as assets.
- Assist Program Directors in developing/maintaining databases with periodic reporting.
- Assist with other research assignments and special projects for Program Directors and Management as needed.

### WRITING.

- Write, publish, and provide analysis of research findings for reports, articles and other deliverables.
- Prepare and assist Program Director with the development of organizational proposals, draft reports and key subject briefs including content review and preparation, formatting and presentation enhancement.
- Develop and curate research content for public and by-invitation only symposia, panels and events.
- Draft, edit, redact, popularize content for Program Directors and Management as needed.

## COLLABORATION.

- Coordinate with event staff to plan content and logistics for program events.
- Ability to manage external research contracts and relationships to obtain deliverables.
- Liaise with various community leaders, organizations, and networks as determined from time to time for specific projects.