



Title:

RESEARCHER



FULL TIME

Job posted: February 6th, 2018

LOCATION

Hamilton, Ontario

REPORTS TO

Research Manager

WHO WE ARE LOOKING FOR

The ideal candidate has a strong background in (or preparation for) public policy research and writing. We are looking for creative thinkers, entrepreneurial networkers, and experienced researchers with a keen interest and demonstrated expertise in social policy, family policy, and/or education policy. Valuable assets include: a background in Christian social thought and knowledge of the independent, religious school sector (K-12) in Canada. Bachelor's degree required.

WHO WE ARE

Cardus is a non-partisan, public policy think tank and registered charity dedicated to promoting a flourishing society through independent research, robust public dialogue, and thought-provoking commentary. Drawing on 2,000 years of Christian social thought, we seek to renew North American social architecture through credible public research into big questions that require strategic collaboration to address human need. We have research programs and initiatives in the following areas: Education, Family, Law and Religious Freedom, Social Cities, Social Isolation, and Work and Economics. Cardus also publishes [COMMENT Magazine](#) and [Convivium](#). To learn more about us, visit our [website](#), follow us on [Twitter](#), and check us out on [Facebook](#).

HOW TO APPLY

[Apply here](#). We will review applications as they are received. Job posted until filled. We look forward to hearing from you.

Cover letter required.

CORE COMPETENCIES AND QUALIFICATIONS

- Well-developed research skills, with the ability to set and meet deadlines and work with a growing interdisciplinary research team.
- Expert writing and editing skills.
- A strong ability to grasp and communicate complex material and ideas to a wide variety of audiences, including media, civil society leaders, government and stakeholders.
- Confidence in taking initiative.
- Creativity, flexibility, efficiency, organization, and attention to detail.
- Biblical and theological literacy, including an understanding of the significance of Christian social thought for contemporary public life and public policy challenges.
- Appreciation for the contributions of Christian schooling to a diverse educational landscape in North America.
- Adaptability to changing programs, publications, and deadlines.
- Strong work ethic and positive team attitude.
- Aptitude for continual learning and professional development.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), E-mail, and Adobe Products.
- Some travel may be required, including a minimum of ten days per year for staff trainings and meetings.
- Bachelor's degree.
- Master's degree an asset.

RESPONSIBILITIES – 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.
- Conduct web and other research in multiple program areas, including fact checking.
- Conduct consultative field research through telephone and in-person interviews.
- Questionnaire design and survey development skills regarded as assets.
- Assist with other research assignments and special projects for colleagues as needed.

WRITING.

- Write, publish, and provide analysis of research findings for reports, articles and other deliverables.
- Assist team members 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 colleagues 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.
- Collaborate with research and management team members to anticipate research