



Centre for Equality Rights in Accommodation
Centre pour les droits à l'égalité au logement

Job Posting: Manager of Research

Contract Type: Full-time (position funded through October 2023. Work is ongoing to secure funding beyond that period and will continue under the leadership of the successful candidate)

Start Date: March / April 2022

Location: Remote within Canada

Closing Date: February 4, 2022 at 5:00 pm EST

Hours of work: Flexible

Salary: \$75,000 - \$90,000, commensurate with experience and qualifications

Benefits: A generous benefits package will be made available following the end of the three-month probationary period, which includes health and dental benefits, AD&D, Long-term disability and life insurance. Group and individual professional development opportunities are also provided to staff.

Paid time off: Four weeks (20 days) of paid vacation are provided and CERA typically closes between Christmas and New Year's Day, providing a handful of additional paid days off for staff to rest and recharge. Full-time staff are provided with 10 paid personal emergency days annually.

Application Method: Cover letter + resume. Shortlisted candidates will be invited to complete an assignment and to participate in an interview. Please see instructions below.

About CERA

CERA is one of Canada's oldest charities working to advance the right to adequate housing. Founded in 1987, CERA has worked tirelessly for over thirty years at the intersection of human rights and housing and is one of Canada's leading NGOs working in the area of social and economic rights. CERA works to advance the right to adequate housing by:

- **Serving clients to help them stay housed:** CERA provides free services to tenants facing eviction and human rights violations in their housing, and we are experts in these fields. Each year we provide services to over a thousand tenants and we are highly effective in ensuring that some of the most vulnerable Ontario renters remain in their homes.
- **Providing education and training about housing rights:** CERA provides public education and training on housing rights and human rights in housing to diverse groups across Ontario, reaching approximately 1,000 people annually. We work with community

partners to train individuals and communities about their housing rights and how to assert them, and we engage with landlords to educate them about their obligations as housing providers.

- **Advancing rights-based housing policy:** CERA advances rights-based housing policy through research, policy development, advocacy and litigation. Notable achievements include setting a legal precedent preventing landlords from discriminating against renters who receive social assistance, launching a constitutional challenge against the federal government for failing to take action against homelessness, and coordinating the Right to Housing Toronto Network (R2HTO).

Working at CERA

CERA is a small but growing collaborative and cross-functional team of motivated professionals committed to advancing the right to housing. We are entering the second year of our strategic plan, which prioritizes organizational growth, working nationally, developing innovative ways to engage communities and individuals to support their right to housing and building new, dedicated teams in the areas of policy advocacy, research and strategic litigation. CERA's four functional teams (Services and Education; Policy, Communications & Engagement; Research; and, Strategic Litigation) work collaboratively together to support each other's work in identifying and executing innovative ways to advance the right to housing.

CERA's head office is located at the Centre for Social Innovation (Spadina location), an exciting shared workspace that houses 250 non-profits and social innovators across multiple locations in downtown Toronto. It is accessible by transit and offers substantial opportunities to network with like-minded people and participate in a mission-driven, innovative community through various events. CERA's head office has several workstations which are available to staff who would like to work from the office on a part-time or occasional basis.

About the Role

We are seeking a motivated and committed senior research professional with management experience and strong research and strategic thinking skills to join our growing team and help us in our ambitious goal of advancing the right to housing for all. In this role, your ability to juggle multiple responsibilities under tight timelines is essential.

Reporting to the Executive Director, the successful candidate will lead CERA's research and knowledge mobilization efforts in support of our comprehensive approach to advancing the right to housing through policy research and public advocacy, government relations, legal advocacy and public legal education. If you are a research manager with expertise in housing or human rights law and policy, demonstrated experience developing and executing research programs and projects, employing a variety of research methods, and securing research funding, this may be the role for you.

As Manager of Research, your responsibilities will include:

- Leading the development and execution of CERA's research agenda in support of advancing the right to housing in Canada, in consideration of the existing landscape of scholars, universities, think tanks, community-based partners and other stakeholders.
- Leading the execution of research activities, including literature reviews, study development and design, study coordination and project management, data collection and analysis, and report writing and article preparation.
- Creating and co-creating knowledge products aimed at tangibly contributing to policy, legislative, and programmatic change with respect to the right to housing, including reports, factsheets, briefing notes and communications content (articles, op-eds, website, newsletters and social media content, newsletters and other promotional materials and speaking notes).
- Actively seeking funding to support the development and expansion of CERA's research program.
- Cultivating respectful and collaborative relationships and partnerships with individuals, communities, networks, organizations and other stakeholders who have an interest in CERA's research agenda.
- Developing, and supporting participatory action research and other community-based consultation methodologies to engage stakeholders and interested parties.
- Conducting media engagement, engaging in public speaking activities, participating in social media efforts, and otherwise seeking to publicly promote and advance the work of CERA and the right to housing.
- Overseeing research staff and students/interns assigned to CERA's research activities.
- Maintaining an up-to-date understanding of the policy and political landscape as it relates to CERA's research agenda and activities.
- Preparing reports for management and funders as required.
- Performing other duties as may be assigned to support CERA's research and knowledge mobilization efforts, the organization, Executive Director and Board of Directors.

Required Qualifications

- Masters degree and ideally a Ph.D. in an area relevant to developing and executing a research agenda and individual research projects focused on advancing the right to housing.
- Minimum of eight years of experience conducting research in government, academia, a think tank or other similar public policy environment, with experience authoring a variety of reports and articles and a record of publication that includes peer-reviewed publications.
- Experience managing and directing a team of staff, students or other direct reports.
- Experience with a variety of qualitative and quantitative research methodologies.
- Experience writing, editing, and coordinating research proposals with demonstrated success securing funding to support research activities from a variety of sources.

- Demonstrated familiarity with federal and provincial priorities with respect to academic research related to housing.
- Experience conducting research involving low-income and marginalized populations facing housing precarity and systemic violations of their right to housing.
- Strong understanding of the right to housing, the housing and social sectors in Canada, domestic and international human rights law, and housing law and policy.
- Demonstrated experience building collaborative and respectful partnerships with a variety of stakeholders and working in close co-operation with a multi-disciplinary team that includes volunteers, community members, legal experts, service providers, academia and/or other researchers.
- Knowledge of public policy processes, understanding of and experience in developing, implementing and/or evaluating policy, drafting briefing notes and/or position papers.
- Outstanding written and oral communication skills in English and an ability to communicate directly with diverse audiences and the general public, producing clear written work on complex issues.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Advanced knowledge of statistical procedures, and fluency with related software (i.e., SPSS, Excel, NVivo, R, etc.)
- Working proficiency in an additional language is an asset, particularly French.

Skills and attributes

- Outstanding organizational, analytical and problem-solving skills.
- Ability to multi-task, thrive in a fast-paced environment, and adapt quickly to change.
- Ability to work accurately under pressure with attention to detail and deadlines, and with minimal supervision.
- Flexibility and entrepreneurial spirit to accommodate high levels of responsibility and multiple and sometimes shifting priorities.
- Strong strategic thinking skills, political acumen, diplomacy, discretion, tact and good judgement.

We recognize and value the unique perspective that people with lived experience of poverty and/or precarious housing bring in addition to the skills and qualifications listed above.

To apply for this job

Applications should include a CV and cover letter in one PDF document and should be submitted by email to opportunities@equalityrights.org with the subject line: Application - Manager of Research.

At CERA, we believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders,

racial, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.

We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Occupational Health and Safety Act*, and all other applicable legislation. We will provide accommodation during the hiring process upon request and information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest.
Only candidates selected for an interview will be contacted.
No telephone enquiries please.