

## **Project Associates (Research and Facilitation) Overall Role Description**

**Primary Task:** To support TIP Project Manager with research, review, analysis and/or facilitation.

**Description:** Our full-service equity and inclusion consultancy supports and strengthens intercultural competence in the workplace through equity audits, readiness assessment and data-driven metrics for advancing Racial Equity, Diversity and Inclusion (REDI+).

### **Responsibilities:**

In their role associates work closely with the TIP project management team a variety of activities including but not limited to:

- Review and analysis of processes, policies, plans
- Co-create surveys for exploratory purposes and analyse results in quantitative and qualitative reports
- Plan, guide and facilitate focus group discussions, roundtables, interviews, discussions in small and larger groups
- Co-develop REDI+ toolkits for organizations
- Develop tailored curriculum and facilitate Indigenous learning engagements
- Conduct research on assigned subjects

### **Some or all qualifications and skills desired:**

- Associates with lived experience in Racial Equity, Diversity and Inclusion are highly desired for project involvement
- Proven records of quantitative and qualitative research and analysis
- Facilitation skills
- Experience and knowledge in evaluation and assessment of data
- Ability to work under tight schedules and deliver results on time
- University degree or diploma in human resources, personnel or public administration, communications
- Experience in HR processes assessment, data analysis, metrics assessment and evaluation, building scorecards.
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**Expected participation:** part-time; up to 5- 10 hrs a week; timeline between 1 – 6 months as requested

**Employment term:** Independent Contractor Agreement

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.