



JOB POSTING: Researcher and Policy Analyst

The Ending Violence Association of Canada (EVA Canada) is seeking a Researcher and Policy Analyst to provide research and policy analysis support across a variety of initiatives and special projects for the organization.

Title:	Researcher and Policy Analyst
Position Type:	Full-time (37.5 hrs/week), term position to March 31, 2025
Start Date:	as soon as possible
Work Hours:	Flexible, availability between 9:00am and 4:30pm Eastern may be required at certain times
Location:	Canada, with option to work in our office if Ottawa-based
Salary:	\$65,000 - \$70,000 commensurate with experience
Application Deadline:	5pm Eastern, Sunday December 3, 2023

The [Ending Violence Association of Canada \(EVA Canada\)](#) is a national, non-profit organization that works to address gender-based violence, including sexual violence. EVA Canada works closely with national, provincial/territorial, and regional anti-violence organizations across Canada to foster and support a coordinated, collaborative, cross-sectoral understanding of and response to gender-based violence through research, policy analysis, institutional change, and advocacy.

Position Overview

The Researcher and Policy Analyst will work closely and collaboratively with EVA Canada's Executive Director, staff, and Board of Directors on a range of current and emerging initiatives in the field of sexual violence to strengthen the organization's research and policy change activities and partnerships, as well as providing logistical support to organize and facilitate project-specific consultations, events, and other activities. This is an exciting opportunity to contribute to the research and policy change agenda of a growing national organization working to effect systemic change necessary to addressing and ending sexual violence.

EVA Canada is a progressive workplace that values its employees and offers a generous benefits package and vacation, as well as flexible working hours. This is a remote position, and the successful candidate can be based anywhere in Canada. If based in Ottawa, there is the option to work in our office space in downtown Ottawa.

Duties & Responsibilities:

Project-specific:

- Provide research and general project coordination assistance to support the activities of two current EVA Canada project-based initiatives:
 - *Building Supports for the Gender-Based Violence Workforce*
 - *Enhancing capacity of community-based sexual violence centres to respond to Canadian Armed Forces/Department of National Defense survivors of military sexual trauma*

General:

- Provide general research and policy analysis assistance to the Research Coordinator and other senior staff to support in-house research and policy change initiatives and activities on issues related to sexual violence, including:
 - identifying and proposing research designs and approaches
 - conducting literature reviews, environmental scans, needs assessments
 - designing data collection and analysis tools and approaches
 - drafting final reports, recommendations, policy briefs and other knowledge mobilization tools advocating for changes aligned with our organization's mission
- Monitor current and emerging issues relevant to EVA Canada's priorities, and prepare statements, briefs, and other materials to support advocacy and policy change initiatives
- Provide logistical and technical support to organize and run virtual and in-person research activities and meetings of working groups, focus groups, consultations, webinars, and other engagement and knowledge-sharing initiatives
- Support the development and writing of funding applications and funding reports
- Support the establishment and implementation of data governance policies and procedures to ensure ethical and secure collection, storage, and use of sensitive information
- Propose and develop engaging, accessible products to share and promote EVA Canada's research, including data visualizations, infographics, and social media content
- Support EVA Canada's Director of Communications by providing research-based content for press releases, social media, and advocacy campaigns
- Provide research and policy analysis support to Executive Director and Board as needed
- Other duties as assigned

Qualifications and Skills:

- English language proficiency essential; French language proficiency preferred
- Post-secondary degree in a relevant discipline (i.e. social work, public policy/administration, gender studies, law) or the equivalent in experience. Graduate degree is an asset
- At least 3 years proven experience working in policy analysis and research, particularly in the areas of sexual violence, gender-based violence, or related.

- Subject matter expertise on sexual violence, including demonstrated knowledge of current issues and policy priorities, and strong understanding of gender-based violence organizational landscape and stakeholders in Canada.
- Subject matter knowledge on military sexual trauma, institutional culture change initiatives to address sexual violence, and / or community-based sexual assault centres sector an asset.
- Demonstrable experience in data visualization, quantitative research methods, and/or data governance policies and procedures an asset
- Proven experience in designing and facilitating virtual and in-person consultation and engagement initiatives with ability to work effectively with multiple stakeholders and build relationships
- Skilled facilitator with strong ability to manage group dynamics, lead discussions, and synthesize information in real time
- Excellent written communication skills, with a proven ability to produce written materials and oral presentations for a variety of audiences, including policy briefs, research reports, recommendations, public presentations, and social media posts
- Demonstrated commitment to working within an intersectional, feminist approach
- Understanding of and/or experience in gender-based violence frontline work and service delivery considered an asset
- Adaptable, energetic, and willing to take on new tasks and support the larger staff team and organization as needed
- Advanced analytical and problem-solving skills and ability to manage competing priorities to meet required deadlines
- Advanced computer skills. Software knowledge should include: Microsoft Office, Adobe Acrobat, spreadsheets, as well as experience utilizing research software (i.e. Qualtrics, Nvivo, Atlas.TI, SPSS, Survey Monkey)
- Ability to work effectively and responsibly using Zoom, Teams, and other technology necessary for a remote position
- Ability to work remotely from within Canada, and ability to travel within Canada occasionally

Application Process:

To apply, please submit the following:

- 1) a cover letter that clearly demonstrates your experience and qualifications **in reference to the position duties and qualifications listed in this job posting**
- 2) a CV or resume
- 3) a brief writing sample (no more than 5 pages)

Applications will be accepted by email only at info@endingviolencecanada.org. The subject line of your email application should read “**Researcher and Policy Analyst Application**”. Applications must be submitted by **5:00 pm EST on December 3, 2023**.



EVA Canada encourages candidates who reflect the diversity of our communities to apply, including applicants who are Indigenous, Black, racialized, 2SLGBTQ+, and persons with disabilities. Where possible, accommodations will be made available upon request.

EVA Canada thanks all applicants; however, **only those selected for an interview will be contacted.**