

**Contract Opportunity
Experienced RESEARCHER**

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| DEADLINE | Submit your resume and cover letter (max 1500 words) to camyi@arkcentre.ca by Friday July 30, 2021 by 11:59 PM (Eastern Standard Time). |
| Initiative | The Canadian Ark Centre of Excellence is a not-for-profit organization. In partnership with four other community organizations, and financial contribution from Public Safety Canada, it seeks through the Community Action for Muslim Youth Integration initiative (CAMYI) to address the polarized thinking underpinning bigotry, hate, and violence among youth populations, through sharing expert knowledge and lived experience with youth in an interactive setting. This will involve engaging with other community organizations in developing and delivering culturally appropriate programs and services that counter polarized thought. Phase 2 will aim to develop a framework that can be shared with agencies and organizations when delivering services and supports to Muslim youth. This will include banding together a group of key Muslim organizations to pilot and inform a community program framework. The framework developed will be shared with identified establishments as a key reference tool when looking into organizational policies and procedures. The framework will aim to share culturally appropriate considerations pertaining to designing and implementing youth-related programs and services. |
| Work Description | <p>The primary duty of the Contractor is to create a community-based programming framework. The goal is to be as simple and direct as possible to consider various aspects when programming for community initiatives that address youth issues. These issues will most likely surface during the various stakeholder sessions.</p> <p>The following are a highlight of the roles / key tasks:</p> <ul style="list-style-type: none"> ● Attend all sessions with stakeholders including pilot group discussions / provide summary of key takeaways from discussions ● Provide a literature review / synthesis of research into existing community programming ● Develop framework of community based programming ● Develop and draft report on framework of community-based programming ● connect with group / stakeholders through interview and follow up ● coordination / collaboration with facilitator / CAMYI Team as required to review product drafts ● Deliver / present final product |
| Experience | <p>Academic Background</p> <ul style="list-style-type: none"> ● University degree in Social Science or Arts ● Master's degree, PhD or advanced training in program design, program evaluation and audit, performance measurement, grants and |

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| | <p>contributions, public administration, Grants and Contributions Process</p> <p>Work Experience</p> <ul style="list-style-type: none"> • 6 - 10 years of related experience including research and program management at the municipal / provincial / federal or equivalent experience through a Not-for-profit that receive government funding • 5 years' experience in managing collaborative, cross-functional projects / teams • Minimum 5 years drafting or overseeing the drafting of reports related to program conception and design, program implementation, and program evaluation and close • Significant experience in developing and leading surveys, key informant interviews, focus groups • Significant experience in collecting data / information, research planning, compiling and synthesizing research, developing strategies, frameworks, and policies. In addition, providing options, and recommendations on next steps. <p>Abilities</p> <ul style="list-style-type: none"> • Ability to communicate and present / display information and concepts in creative way to key stakeholders / varying groups at various levels • Proficient in English / Arabic, written and spoken • Must provide recent Police Record check |
| Contact | <p>Canadian Ark Centre of Excellence (main site: www.arkcentre.ca) C10- 2295 St-Laurent Blvd K1G 4Z6 Email: camyi@arkcentre.ca Website: camyi.ca</p> |
| Work Location | <p>The work will be completed at the contractor's workplace and at designated locations across the National Capital Region.</p> |
| Value | <p>The total budget for this contract shall be \$6000.00 excluding applicable taxes. Out-of-Region travel associated with this contract is not expected. However, due to the on-going pandemic, any associated out-of-Region travel will be paid by CAMYI.</p> |
| Duration | <p>Until March 31, 2022.</p> |

Summary of

| TASKS | DELIVERABLES | MILESTONES |
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| <p>Meet in person or via phone with the project authority to establish common understanding of the contract scope and all requirements</p> | <p>Participation in meeting</p> <p>Refined/clarified scope and requirements</p> | <p>Within 2 days of contract start date</p> |

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| Be available for weekly/bi-weekly check-ins | Participation in check-ins Progress summaries | Ongoing |
| Participate in meetings / sessions / consultations essential to the execution of the project | Summary of key takeaways CAMYI team supported | According to schedule of planned sessions, pre- post-work |
| Provide synopsis of process, e.g.,: Project planning Stakeholders Coordination Community consultation / pilot Interview / informant process Challenges / opportunities | Entire process documented | |
| To provide an overview of current literature on community programming related to Muslim youth communities or similar setting | Literature review report | By Nov 2021 |
| Research current strategies, pillars, and policies of community programming related to Muslim youth communities or similar setting | Research outline | Nov 2021 |
| Develop new community programming framework that also addresses key or valid concerns of community stakeholders | Community program framework | Dec 2021 |
| Develop easy-to-use community program framework tool | Community program framework tool | Dec 2021 |
| Hold various in-person / group or key informant interviews to enrich the | Discussion / lived experience report | On going |

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| research report with lived experience | | |
| Present key findings at critical stages for stakeholders comments and inputs | Comments compiled and versions revised | On going |
| Draft / compile and finalize the various components of the research report | Final report | Jan 2022 |