



*JusticeTrans.org*

## **Project and Research Officer Position**

### **Position Summary**

JusticeTrans is looking for an enthusiastic and dedicated Project and Research Officer to work on a project on access to justice for trans people (including, but not limited to, transgender, transsexual, non-binary, Two-Spirit, and intersex people, and those who do not identify with the gender they were assigned at birth) in Canada. The Project Officer will assist the Project Manager and Head of Research to ensure the timely completion of the *Trans Access to Justice Knowledge Enhancement and Capacity Building Project*. The project aims at increasing JusticeTrans' knowledge of access to justice issues within the trans community in Canada and at increasing the organisation's capacity, both in terms of governance and in terms of programming and advocacy. The Project Officer will report to the Project Manager and the Board Chair. They will also be supported by the work of the Project Assistant, and various part-time project and research assistants.

### **Key Responsibilities**

- Monitoring the progress of the project, project activities and project budget;
- Documenting and following-up on important actions and decisions from meetings;
- Preparing necessary presentation materials for meetings;
- Advising the supervisors or project committee or Board on project related matters;
- Provide solution to issues related to the project;
- Helping to plan and organize pan-Canadian online consultations with the trans community;
- Conducting online consultations and qualitative research;
- Assisting in undertaking the ethics review process;
- Interpreting data and results of documentary research;
- Researching access to justice and trans issues;
- Drafting research reports and education materials;
- Drafting progress reports and other accountability documents;
- Ensuring the completion of activities by contracted professionals;
- Organising project related events;
- Community and academic outreach; and
- Conducting other activities and tasks related to the completion of the project as needed.

## **Position Requirements**

- Master's Degree in Social Sciences or Humanities;
- Demonstrated interest in trans issues and demonstrated or potential interest in access to justice issues;
- High proficiency with qualitative methods and familiarity with quantitative methods, preference for familiarity or proficiency with legal research;
- Experience conducting or being part of large-scale qualitative research projects;
- Commitment to social justice and understanding of intersectionality;
- Proficiency with various communication, research and editing software, Microsoft Office, and general computer use;
- Excellent research and writing skills;
- Autonomy and leadership skills;
- Ability to work well with in a team;
- File management and record keeping skills;
- Preference for the ability to communicate in both official languages;
- Good communication skills;
- Access to a good internet connection.

We strongly prefer to hire a candidate who is a part of the trans community. Given the importance of intersectionality for JusticeTrans and for this project, we will further be prioritizing those who identify as trans feminine, BIPOC (Black, Indigenous, Person of Colour), and people with disabilities.

## **Contract Information**

The position is full-time (7.5h per business day) from April 1<sup>st</sup> 2021 to March 31<sup>st</sup> 2022. Due to COVID-19 and the global pandemic, the Project and Research Officer will work remotely from home (although the position is considered to be in Ontario for payroll purposes).

## **Salaries and Benefits**

The salary for this position is around \$57,200/year (subject to final budgetary approval). JusticeTrans also offers health and dental insurance and paid vacations, among other benefits.

## **About JusticeTrans and the Project**

JusticeTrans is a national not-for-profit organization. JusticeTrans' mission is to increase access to justice for the trans community across Canada. JusticeTrans strives to offer the most up-to-date legal information relevant to trans people across Canada in an accessible manner. JusticeTrans wishes to foster an environment where trans people in Canada are increasingly aware of their legal rights in the face of an ever-changing legal landscape and of the ever-increasing cost of and other barriers related to access to justice. JusticeTrans is committed to intersectionality.

The *Trans Access to Justice Knowledge Enhancement and Capacity Building Project* aims at increasing our capacity to deliver on our mandate and at increasing our knowledge about access to justice issues related to the trans community in Canada. Key project activities include online pan-Canadian consultations to assess the needs of the trans community regarding access to justice, access to justice research, the development of access to justice educational materials, translating existing materials to extend our reach to Francophones in Canada, grant writing, developing and implementing a membership structure, good governance activities, and building community and institutional relationships. The *Trans Access to Justice Knowledge Enhancement and Capacity Building Project* is funded by Women and Gender Equality Canada.

### **Accommodation**

JusticeTrans is happy to provide any needed accommodations for candidates during the hiring process and during employment. To request an accommodation, please email [info.justicetrans@gmail.com](mailto:info.justicetrans@gmail.com).

### **Applying and Contact**

To apply, please fill in this Google Form (<https://tinyurl.com/yk4pjm5m>) and upload in a single PDF document the following:

- a cover letter of maximum 2 pages;
- a writing sample; and
- a CV (standard or academic).

Applications will be considered on a rolling basis until the position is filled. The final deadline to apply is 19 March 2021.

If a candidate is invited to an online interview, they will be asked to provide the contact information of 2 references.

Please send an email to [project@justicetrans.org](mailto:project@justicetrans.org) for inquiries about the position.