



Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.

EMPLOYMENT OPPORTUNITY

N.E.E.D.S. Inc. is pleased to invite applications for the following position:

Position Title: Research and Development Specialist

Department: Research and Development Office

Position Type: Full-time (Highly qualified casual applicants will be considered)

Salary: Based on education and experience

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for the *Research and Development Specialist* position in our Research and Development Department. The Research and Development Specialist will assist with framing research initiatives, assist with observations and scientific literature; remain up-to-date about current scientific trends in the field of newcomer settlement and integration; promote applied research and development and assist in carrying out service evaluations. The Research and Development Specialist will also assist in writing and submitting grant proposals to support the organizational cause and will work as a team member within the Service and Agency.

Main Job Responsibilities include:

- Assist in conducting research and support development to ensure that the agency achieves its goals and corresponding service objectives
- Provide support with grant seeking including research, proposal writing, and reporting requirements
- Help design, evaluate, and refine approaches of research and evaluation.
- Assist with targeted evaluations to assess service performance
- Identify areas for service improvement based on the evaluation results
- Assist in developing objectives, timelines, and milestones for high-quality implementation
- Provide cross-functional feedback and expertise across the agency
- Participate in regular research and development meetings to share information required for completion of projects

Administration:

- Collect, analyze and present research data and other information in a clear and concise manner
- Monitor and report on projects' progress, build and maintain records in an effective and confidential manner.
- Submit relevant reports and other documentation in a timely manner
- Participate in meetings and trainings
- Organize workflow to accomplish established objectives. Ensure tasks and progress are properly tracked and reported according to Agency protocols

Requirements:

- Minimum post-secondary education (Preferably Master's Degree) in a related field (i.e. Social Sciences, Education, Social Work) or an acceptable equivalent combination of education and experience
- Minimum 2 years of experience in supervising research projects
- Experience in researching and writing grant proposal
- Basic knowledge of budgets and budget justifications for grant applications and other proposals
- Able to multi-task, problem solve, make decisions under pressure and think critically
- Able to work cross-culturally with participants from diverse cultural and religious backgrounds
- Well-developed interpersonal and communication skills
- Proficient in Microsoft Office and other relevant technology skills
- Able to provide current criminal record check and child abuse check at start of employment

Assets:

- Understanding of settlement sector and challenges that exist for newcomer children, youth and their families
- Additional languages other than English
- Self-motivated and able to work independently and as part of a team
- Excellent communication (oral and written) and organizational skills (additional languages an asset)

Benefits(Full-time Employment):

- Health benefits package through Blue Cross (after 6 months probation period)
- Pension Plan (after 6 months probation period)
- Outstanding holiday, sick and vacation benefits
- Training and career development opportunities

Please submit a resume and cover letter explaining your interest, qualifications, language ability, and salary/wage expectations by ***Friday, October 14th, 2022***

Attention: Human Resources
Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.

251 A Notre Dame Avenue, Winnipeg, MB, R3B 1N8

Or via email at: HRneeds@needsinc.ca
(Please combine the resume and cover letter into one document)

Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc. encourages applications from qualified candidates who reflect the diversity of the population we work with.

Only candidates selected for a skill test/an interview will be contacted.