



CONTRACT POSITION AVAILABLE

Research Analyst

The John Howard Society of Ontario (JHS Ontario) invites applications from individuals for the position of **Research Analyst**.

JHS Ontario is a well-established and dynamic social purpose organization with a mission of *effective, just & humane responses to crime and its causes*. We are innovators and leaders in non-partisan research, evidence-based programming and policy development in the justice sector specializing in bridging the gap between analysis and frontline service delivery. By collaborating closely with the 19 John Howard Society Local Offices across Ontario, JHSO's team of analysts and researchers develops policy positions that truly reflects the needs of each community, advances those positions to governments and other organizations, educates the public on the critical issues, and evaluates program efficacy to guide future work.

Reporting to the Director of Research & Evaluation, this position includes research activities related to the criminal and social justice fields which are consistent with JHSO's mission and values. The applicant will have post-graduate level education with a minimum of 1-year professional research experience in a relevant sector or equivalent combination of academic internship/placement experience.

This position is located in downtown Toronto, in a hybrid work environment, at 35 hours per week. The position will start **September 9th, 2024** for a 12-month duration, with the possibility of renewal. The successful candidate must be eligible to work in Canada.

For a detailed position description, including qualifications required, or for more information about JHS Ontario, please visit our website at www.johnhoward.on.ca

Please forward your resume and cover letter by 12:00 pm on Friday, July 12th, 2024.

By e-mail to: HR@johnhoward.on.ca

JHS Ontario embraces diversity and equity and is committed to building a staff team that represents a variety of backgrounds, perspectives and skills that allows us to better understand and meet the needs of our staff and the communities that are impacted by our work. We welcome applications from racialized persons, women, Indigenous Peoples, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

We would like to take this opportunity to thank all those who apply and advise that we will be responding only to those selected for an interview. JHS Ontario provides an inclusive and barrier free recruitment process to candidates with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted regarding a job opportunity, please advise if you require accommodation.



Job Title: Research Analyst

Osmok Centre of Research & Policy

Job Purpose and Scope:

Research activities related to the criminal and social justice fields which are consistent with the John Howard Society of Ontario's (JHSO) mission and values.

Job Objectives:

- Research activities
- JHS Local Offices support through research activities
- Data analysis and report writing
- Advanced research knowledge and skills in-house
- Expertise in social and criminal justice

Reports To:

Director of Research & Evaluation

Direct Reports:

JHSO interns, volunteers and students

Key Relationships:

- JHSO Director of Research & Evaluation and JHSO staff
- JHS Local Office Executive Director and staff
- Academic and research communities
- Research and evaluation collaborators

Decision Making Authority:

Responsible for making research decisions in conjunction with project supervisor, as assigned

Tasks, Duties, Responsibilities:

- Undertaking of research activities, including field work, evaluation, data entry and analysis and report writing
- Assist with preparation of project and program proposals, including literature reviews, methodologies, objectives and reports
- Assist with development of logic models, theories of change, and evaluation frameworks and matrices
- Collection, entering and analysis of data
- Assist with identification of research questions, funding sources and potential partners
- Assist with updating of general guidelines, ethical guidelines, consent issues, templates, forms, and documents regarding research and program evaluation
- Assistance with coordination and support of relevant committees, as required
- Adherence to all research and evaluation ethical guidelines
- Preparation and delivery of Local JHS Office/community/government/academic presentations
- Maintenance of Centre library
- Participation in committees and meetings as required

- Participation in wellness and safety training and other professional development, as required
- Other duties as assigned from time to time

Education, Training & Skills Required for the Job:

- Master's level degree in relevant field with research and evaluation experience
- Knowledge of research qualitative and quantitative research methodologies
- Working knowledge of threats to internal and external validity in research
- Able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
- Able to deal with abstract and concrete variables
- Able to conduct research and analysis, and synthesize, distill, and communicate information in different ways for different audiences, including producing reports, PowerPoint presentations and infographics
- Excellent communication skills, both written and verbal
- Effective writing, interpersonal and organizational skills
- Advanced critical thinking and problem-solving abilities
- Has strong and inclusive professional manner, including the willingness to respect and include the perspectives of others with diverse backgrounds and experiences, in accordance with JHSO's commitment to DEI.

Work Experience:

Minimum of 1-year professional experience in research related to the social and/or criminal justice sectors or equivalent combination of academic internship/placement experience

Working Conditions:

- Regular office duties which require sitting at a desk or in front of a computer
- Fast-paced office environment with multiple demands
- Occasional travel required
- Oral Presentations

Salary Range:

\$60,000-\$70,000

Benefits:

Full benefit and pension packages are available for employees meeting minimum working requirements criteria.

Updated June 2024