



Job Posting

Research and Projects Officer

Languages Canada is Canada's national association for English and French language programs, representing 215 college, university and private language school members located in 185 study locations across Canada. Members collectively welcome 150,000 international students (2019) to Canada each year. Membership is limited to language programs that meet the rigorous quality standards of the association.

Languages Canada is seeking a competent and experienced candidate to coordinate research projects that support the work of the association across its public affairs, international affairs, and membership functions. The primary internal research projects include the annual members' survey and production of the *Annual Report on Language Education in Canada*, and ad hoc member surveys to respond to current issues the association is resolving to support members. Secondary research projects include outsourced economic and immigration papers supporting our public affairs priorities. The candidate will also be asked to provide project administration and logistics support to some of the initiatives undertaken by the association, as needed. These may include the Languages Canada annual conference, trade missions, and other projects. This role reports to the Director of Public Affairs and Operations but also works closely with the Executive Director of the association and other team members.

Location:

Anywhere in Canada. The position requires working from a home-based office and it is essential that the successful candidate demonstrates the ability to work interdependently from home.

Primary responsibilities:

- Coordination of all aspects of the Languages Canada annual members' survey and production of the *Annual Report on Language Education in Canada*, including

- preparation of survey questions; dissemination of survey to members; collection and validation of survey responses; and coordination of analysis and presentation of research results with an external research firm.
- Preparation of other primary and secondary research, as needed, including the in-house preparation of surveys and collection, analysis, and presentation of data, as well as working with external research consultants.
 - Monitoring of immigration data and policies as they relate to international students.
 - Regular communication with Languages Canada member programs related to events, projects, surveys and other pertinent initiatives and issues of relevance to the sector.
 - Project administration support on several projects and events throughout the year, as needed. Role includes support with project planning and tracking progress; managing event registrations; supporting event logistics, communications, and coordination with participants, partners, and service providers; providing onsite event support; budget tracking; and project reporting.

Required competencies:

- Strong knowledge of survey question preparation.
- Strong knowledge of Microsoft Suite products, especially Excel and Word, including mail merge, formatting, pivot tables and visual data presentation.
- Experience with online survey tools (for example, Survey Monkey) and the use of different question formats, including branching logic.
- Experience with data validation and analysis (quantitative and qualitative).
- Experience with accessing and analyzing external data sources.
- Project administration skills, including ability to track project timelines and deliverables; develop and update event programs; communicate effectively with external suppliers (e.g. hotels), participants and partners; maintain tracking documents (e.g. lists of participants), coordination of event logistics; support with budgeting.
- Strong organizational and time management skills; ability to multitask and manage parallel projects and competing priorities.

- Meticulous attention to detail, with ability to maintain well-organized lists and documentation.
- Strong English and French communication skills (oral and written).

Professional experience:

- Ideally at least three (3) years of professional experience working in a research-oriented role; at least two (2) years professional experience working in a project administration and event logistics coordination role.

Credentials:

- Post-secondary education related to research and secondarily, event coordination.
- Citizen or landed immigrant in Canada.
- Ability to travel internationally; valid passport required.

Assets:

- Familiarity with Canada's language education and/or international education sector.
- Familiarity with Canada's immigration system.
- Knowledge of web platforms and ability to make basic edits to the back end of a website.
- Experience with member-based associations, government and/or education agencies.
- Experience in technical writing.
- Additional language(s).

Compensation:

This is a junior position. Salary will be determined based on the successful candidate's experience, competencies, and credentials.

To apply:

To apply for this position, please **send a resume and cover letter** to: Rachel Lindsey, Director, Public Affairs and Operations at careers@languagescanada.ca and quote the job title in the subject line.

We thank all applicants for their interest in Languages Canada, however, only those selected for an interview will be contacted.

Closing date for applications: January 28, 2022.