



**Research and Engagement Coordinator –  
International Centre for Women’s Leadership  
[www.coady.stfx.ca](http://www.coady.stfx.ca)**

**The Opportunity**

The International Centre for Women’s Leadership (ICWL) at Coady Institute, St. Francis Xavier University welcomes interest in the position of Research Coordinator. The successful candidate will join a dynamic group of professionals committed to feminist principles and practice and advancing gender equality. Together, we strive to build dynamic, safe, welcoming and inclusive spaces at our workplace and in community.

The ICWL Research and Alumni Engagement Coordinator will support our team’s growing number of global and national project partnerships and graduate initiatives including conducting and supporting diverse forms of research and knowledge generation and dissemination to influence policy and practice, as well as contributing to proposals and reports. The Coordinator will support feminist evaluation, including qualitative and quantitative data gathering and analysis for the Centre. The Coordinator will also help us build relationships, representing the Centre in networks related to our work and support our ongoing engagement with more than 2,000+ dynamic women leader graduates globally with whom we have the privilege of collaborating.

Our ideal candidate has energy, enthusiasm, and a desire to learn, grow and lead in this field, while already having as a foundation, exceptional research and writing skills. The candidate can work independently and as part of a diverse team, enjoys working on a wide variety of projects, has advanced technological capacity, and is very detail-oriented. Fluency in another language, particularly French or Spanish, would be a strong asset.

This is a 2-year contract position falling within the StFX Non-Union Salary Grid - Band D (\$25.78 – 31.49 per hour). We respect and welcome diversity. Applications from Indigenous persons, persons of colour, and people across spectrums of gender, sexuality, abilities, and age are highly encouraged.

**About the Coady International Institute and ICWL**

Located on the campus of St. Francis Xavier University, in Mi’kma’ki, the ancestral and unceded territory of the Mi’kmaq people, the Coady Institute is a global leader in citizen-led, community-driven, asset-based approaches to change. In collaboration with partners and change agents worldwide, the Institute works to strengthen local economies, build resilient communities, and promote accountable governance. Coady Institute also has strong programs rooted in Atlantic Canada focused on employment innovation, as well as diversity, equity and inclusion.

Established within Coady Institute in 2011, the International Centre for Women’s Leadership prioritizes educational opportunities that help individuals identifying as women advance as leaders in social, political and economic areas and especially at the local community level, thereby ensuring their influence in all aspects of development. Our educational programs are in high demand and are guided by intersectional, feminist, transformative leadership theory and models, strong partnerships with women-led and like-minded organizations, and community-driven action-oriented knowledge creation and dissemination. The Centre is also oversees the Circle of Abundance program, dedicated to supporting Indigenous women leaders from First Nations, Métis and Inuit communities as well as globally. We manage and support a large range of project partnerships with similar goals both across the country as well as globally.

## The Position

The successful candidate for this position will have:

### Required

- Demonstrated commitment to feminist principles, valuing diversity and contributing to an inclusive working and learning environment;
- Master's degree in women's and gender studies or a related field OR Bachelor's degree with a minimum of two (2) years' experience in a research environment OR Minimum of five (5) years' experience with an organization(s) conducting community-led participatory action research;
- Experience in qualitative research methods including data gathering, data analysis, ethical protocols;
- Experience in gender-based analysis;
- Exceptional demonstrated written and oral communication skills with ability to adapt content and approach to a broad range of stakeholders; published work would be an asset;
- Curious, open-minded, able to think strategically and outside the box, and a high degree of comfort with uncertainty and complexity;
- Motivated by a care and compassion for others;
- Driven to take on new opportunities and challenges, with the self-motivation to continue to learn, develop and grow self and others;
- Proven ability to set, adapt, and shift priorities in a dynamic and fast-paced environment; problem-solve and handle multiple responsibilities; produce high-quality deliverables; and meet deadlines;
- Has worked with community-based development organizations (can include volunteer work);
- Excellent organizational, planning, problem solving, and project management skills.

### Considered an Asset

- Experience contributing to developing social media strategies and/or engagement with networks;
- Experience in developing country projects or programming;
- Strong facilitation and presentation skills;
- Strong experience in Feminist Research;
- Experience in Quantitative Research methods (statistics), including with data analysis software such as MAXQDA, SPSS;
- Experience undertaking program evaluation, especially feminist or developmental evaluation;
- Previous experience supervising and supporting professional development of student assistants, researchers, interns, or peers;
- Bilingualism/multilingualism.

This posting will remain open until the position is filled. To express interest in this role, send a resume (CV) and a 500-word statement describing your interest, experience, and the approach you would bring to this position in confidence to:

Johann LeBlanc  
Coady International Institute  
StFX University  
Antigonish Nova Scotia, B2G 2W5  
Email: [jleblanc@stfx.ca](mailto:jleblanc@stfx.ca)

*Only those selected for an interview will be contacted.*

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Our institution is committed to upholding the values of equity, diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQ+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038.