



Research Officer - Project on migrants with a precarious status

About the Just Solutions Legal Clinic

The Just Solutions Legal Clinic (JSLC) is a program within the non-profit organisation Montreal City Mission (MCM). MCM, founded in 1910, has been working for over 100 years with immigrants and refugees to defend their rights and help them integrate into Québec society.

Over the past 19 years, MCM has developed an extensive expertise in refugee and humanitarian immigration law through the JSLC, which since 2004 has been providing free information, referrals, accompaniment and legal representation to vulnerable and marginalised migrants in several languages.

The clients that the JSLC serves are considered on the basis of their factors of vulnerability, as well as financial precarity. Migrants facing language barriers can be served in several languages, including French, English, Spanish, Ukrainian and Russian.

Summary of the position

MCM is hiring a Research Project Officer who will be responsible for the management of the research project component of a pilot project launched at the end of 2022 by the JSLC. The pilot project is centered around creating a better understanding, and improving the situation of, migrants with a precarious status living in Québec. As this is a new initiative, the Research Project Officer must be flexible, innovative, and able to work in a fast-paced and dynamic environment. They will be collaborating with numerous partners and stakeholders to carry out interdisciplinary research using mixed methods, and prepare accessible analyses for public and internal reports, as well as the possibility of scholarly research papers.

The Research Project Officer will report to the Coordinator of the JSLC and the Executive Director of MCM. They will also be working in close collaboration with staff who will be managing the two other components of the pilot project.

The term of employment is for two years, with a possibility for extension subject to funding.

Main duties and responsibilities

- Build relationships with, and act as the primary point of contact and liaison between, the research project stakeholders: partner researchers, universities, members of the steering committee, and partner organisations
- Organise, and participate in, project advisory group meetings in order to shape the strategy and approach of the work
- Under the direction of the Coordinator of the JSLC and the Executive Director of MCM: assist in the design, production, analysis, and development of the survey and



focus group discussions, using a range of approaches including qualitative and quantitative research methods, and ensuring to involve relevant stakeholders at all stages

- Develop, or assist in the development of, interview schedules; contact potential partners to introduce and explain study objectives and protocol, and to arrange interviews, either in person or by telephone
- Ensure the maintenance of accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Keep abreast of new research, key policy issues and developments, and link with other staff members and stakeholders where needed
- Contribute to funding proposals to ensure the financial stability of the pilot project, in particular by highlighting data collected through the research conducted
- Contribute to the organisation of events related to the project, including the launch of any reports produced over the course of the project
- Work in close collaboration with other employees of the JSLC and MCM to further the pilot project

Qualifications and Skills

- A minimum of 2 years of qualitative and/or quantitative research experience, with strong research skills, including research methods, data compilation, coding, and analysis
- Bachelor's or Master's degree in an appropriate academic discipline such as humanities or social sciences
- Strong English and French professional writing / research report writing experience
- Able to work well as part of a team
- Possesses good interpersonal skills, and is someone who is dynamic, autonomous and diplomatic
- Excellent professional ethics
- Excellent planning skills
- Good understanding of immigration and intercultural issues, policies and programs in both Quebec and Canada; previous experience in this field or in the non-profit sector is an asset;
- Able to write in accessible ways for a range of audiences, including analysing complex information and summarising key points in a strategic way
- Able to work with competing priorities and manage time efficiently
- Able to work under pressure
- Creative, detailed and analytical thinker
- Lived experience as a refugee / migrant / immigrant / non-status person is an asset
- Knowledge of Quebec's community sector is an asset
- Strong understanding of, or previous experience with, budgetary planning is an asset



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Working Conditions

- 37.5 hours a week (possibility to begin working part-time and scale up over time)
- Salary range: \$28 per hour
- Based in Montreal, with flexibility given for remote work
- Paid personal, sick days, and vacation, as well as access to a group medical insurance and pension plan

Application Process

MCM is committed to an inclusive workplace and encourages applications from refugees, immigrants, people of colour, indigenous and 2SLGBTQIA+ people. To be considered, candidates are encouraged to send a cover letter and CV to **recherche.sj@montrealcitymission.org**. Applications will be considered on a rolling basis and the posting will remain open until the position is filled. The preferred start date would be April 2023.