



Research & Summary Writer, Shelter Tool Kit

Part-Time · Non-Unionized

Independent Contractor Opportunity – Must be affiliated with a post-secondary institution

Through this 24-month project, Andrew Fleck Children's Services will develop and put in place promising practices related to Early Childhood Education for children living in a shelter with their mothers after fleeing domestic violence, in particular children who may have experienced abuse directly and/or witnessed abuse in their homes before seeking safety. It will address gaps in equitable early learning opportunities for children by supporting Early Childhood Educators (ECEs) as they provide trauma-informed, play-based early learning experiences. To do so, the project will create two toolkits for early childhood educators – one on trauma-informed practices and one to support their own well-being. They will also document best practices in setting up licensed child-care in a shelter. An external evaluator will measure and assess the impact of the promising practice. Andrew Fleck Children's Services will reach out widely to share information on the promising practice with others so that they may replicate it or expand upon it.

This is based on a professor release option to ensure close linkage with a post-secondary institution.

Year one: Expected release is 2.5 semesters – allowing dedication of a minimum of 8 hours a week to the project. Maximum reimbursement for year one is \$27,000 (calculated at \$9,000 per semester with a 20% admin allocation).

Year two: Expected release is 2 semesters – allowing dedication of a minimum of 8 hours a week to the project. Maximum reimbursement for year two is \$21,600 (calculated at \$9,000 per semester with a 20% admin allocation).

Available from: May 1, 2025 to April 30, 2027
Reimbursement: Semester release as described above
Hours: Maximum hours in year 1 is 264; maximum hours in year two is 225 (average of 8 hours/week)
Location: Head Office: 700 Industrial Ave, Ottawa, ON
Closing date: April 15th, 2025
Apply: E-mail an expression of interest with summary of qualifications to hrrecruiting@afchildrensservices.ca

The Research and Summary Writer will:

- ✓ Develop the content required to develop the two toolkits as described in the workplan
- ✓ Connect with and collaborate with the Project Coordinator and the AFCS project leads
- ✓ Delegate and review research tasks assigned to post-secondary students
- ✓ Project description: complete specific tasks identified in the workplan
- ✓ Implement workplan timelines; to be further developed by the Project Coordinator with timelines and dates for deliverables
- ✓ Support the required external evaluation

Education and experience required...

- ✓ Masters degree in Early Learning or related field or equivalent experience
- ✓ Demonstrated previous experience managing multi-layered projects
- ✓ Direct experience in the construction of professional learning opportunities and curriculum development
- ✓ Expert using MS Suite
- ✓ Minimum of 10 years experience in a related environment, with 5 + years as Project Manager role
- ✓ Excellent written and oral communication skills
- ✓ Experience building a team with shared vision to meet project requirements and deadlines
- ✓ Ability to effectively collect, analyze and integrate multiple forms of information
- ✓ Structured thinking and sound/logical judgments to influence change
- ✓ Excellent time management, problem-solving, negotiating, analytical and problem-solving skills
- ✓ Exceptional facilitation, presentation, leadership and knowledge mobilization skills
- ✓ Excellent interpersonal skills, team collaboration and conflict management skills
- ✓ Creative, self-directed, innovative, results and detail-oriented
- ✓ Ability to work independently and collaboratively with the team
- ✓ Prior experience with research methods and data analysis
- ✓ An additional language (would be an asset)

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

