



A project of the Toronto and
York Region Labour Council

15 Gervais Drive, Suite 100
Toronto, Ontario M3C 1Y8

Phone: (416) 537-6532
Fax: (416) 537-6000
info@laboureducation.org
http://www.laboureducation.org

May 2009

Job Posting
Part-time Contract Position
Research Consultant – May 1st 09 to April 31st 2011

The Labour Education Centre was recently successful in winning a request for proposals presented by the Ministry of Training, Colleges and Universities to conduct a project entitled *Numeracy at Work: A Social and Holistic Approach to Math as an Essential Skill*. This project builds on the findings in the report, *Beyond Worksheets: A social and holistic Approach to Numeracy, 2007*. It will undertake a pilot study to field-test the development and integration of a social and holistic approach to numeracy in workplace literacy programs.

We are seeking a highly motivated and skilled **Research Consultant** to work with the Project Director to ensure successful project outcomes.

Responsibilities include:

1. Conduct a review of the literature
2. Conduct research via print, internet and key informant interviews to create a holistic approach to workplace numeracy
3. Develop site scans and conduct site visits to agencies in Nova Scotia, Toronto and British Columbia
4. Design and further develop modules to integrate the approach into practice
5. Facilitate practitioner training sessions
6. Coordinate summative forum

Qualifications:

1. Excellent and proven research skills
2. Excellent and proven writing skills with a knowledge of clear language and design
3. Knowledge of adult numeracy approaches and methodologies a strong asset
4. Strong computer (Word, PowerPoint) and internet skills
5. Highly developed organizational skills with the ability to set priorities and meet

6. deadlines with minimal supervision
6. Willing and able to travel cross country
7. Home office capability with own access to computer, software and email
8. Own vehicle an asset.

Terms of Employment:

1. Contract position, based on 208 days @ 7 hours a day over the course of 2 years @ \$309 per day
2. Accountable to the Project Director - This is not a bargaining unit position
3. Ability to travel cross country

The Labour Education Centre adheres to the goals of employment equity. We are actively encouraging qualified candidates from equity seeking groups to submit an application, including people of colour, women, persons with disabilities, gays, lesbian, bi-sexual, and transgendered persons.

We thank all applicants for their interest in this position; however, only applicants selected for an interview will be contacted.

Deadline for applications: July 10th 09

Please submit your résumé cover letter and portfolio if available to:

Wendy Tanner
Project Director
Labour Education Centre
100-15 Gervais Drive
Don Mills, ON M3C 1Y8
email: wtanner@laboureducation.org