



Canada Summer Jobs: Research Support Officer (Remote)

Deadline: June 28, 2022

Time Commitment: 30 hours/week for 9 weeks from July 4 to September 2, 2022

Compensation: \$15.50/hour

The Research Support Officer will assist PEARL's advocacy efforts in Canada by collating information on ongoing issues and human rights violations in Sri Lanka, and analyzing the impact on the Tamil and Muslim communities in the North-East. There will be a focus on the ongoing economic crisis in Sri Lanka for this role, focusing on international political economy and the role of international financial institutions. The Research Support Officer will monitor the media regularly, and provide regular summaries of pertinent news articles to the Advocacy Team. They will also contribute to research grant proposals to gain additional research funding for PEARL.

Through this role, the employee will synthesize complex information into reports, fact sheets and infographics, and exchange their analysis through presentations at team meetings. They will also create a database of relevant figures to inform future advocacy. The Research Support Officer may also be working with local research partners in the North-East of Sri Lanka to verify and consolidate research materials. All employees will gain an enhanced experience of working within a transnational team of activists that will improve communication skills, commitment to their work, and foster a sense of belonging.

Responsibilities:

- Create, maintain, and implement research strategies and conduct literature reviews to supplement organizational reports and internal memoranda
- Create and maintain a database of relevant statistical information to help inform advocacy efforts
- Develop knowledge translation / exchange tools based on research findings for different stakeholders, as well as for the general public.
- Prepare and distribute status update reports showing research progress.

Skills required:

- Knowledge and experience of research design and implementation, including qualitative and quantitative data collection methodologies
- Ability to work well in teams and independently
- Strong written and oral communications skills in English, including writing briefs and notes to be shared with the Advocacy Team and beyond
- Fully developed analytical and reasoning skills
- Ability to understand, express and apply complex quantitative and/or qualitative analyses, concepts, methods and procedures
- Ability to perform knowledge syntheses and critically appraise and evaluate research



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- Strong time management skills
- Organizational capability and strong interpersonal skills

Highly Preferred Skills:

- Knowledge of International Economics, Development Economics, International Financial Institutions (IMF, World Bank etc.), Political Economy, and/or Accounting & Forensic Accounting
- Minimum of 2 years experience in formal research setting (non-profit organization, academic institution etc.)
- Writing in-depth policy documents or reports

How to Apply

By 11:59pm EST on June 28, 2022, please send PDFs to careers@pearlaction.org with the subject line: [Last Name, First Name] - Research Assistant (CSJ 2022) of the following:

- Cover letter,
- Resume, and
- 2-page writing sample/excerpt

Short-listed candidates will be contacted by June 30, and a final decision will be made by July 4. We may accept applications on a rolling basis.

Note: This is a position funded by the Government of Canada through the Canada Summer Jobs Program. Please ensure that the following eligibility criteria can be met before applying:

- Be between 15 to 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident or have refugee status in Canada
- Have a valid Social Insurance Number and be legally entitled to work in Canada

PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from equity-seeking groups, such as women, non-conforming gender identities, members of the LGBTQIA+ community, and disabled people. Accommodation can be provided throughout the selection process as long as candidates make their needs known in advance by emailing careers@pearlaction.org with the subject line: Accommodations request - Research Assistant (CSJ 2022)