

Senior Project Coordinator

Location: Remote (Work from Home)

Company: Lotus STEMM

Job Type: Full-Time, Fixed-Term

Duration: September 2024 - March 2027

Salary: \$70,000 per year

Reports to: Roopali Chaudhary, PhD
(CEO/ED)

APPLY BY: Aug 29th, 2024

About Lotus STEMM:

Lotus STEMM is a grassroots not-for-profit incorporated committed to advancing South Asian women in the fields of Science, Technology, Engineering, Mathematics, and Medicine (STEMM) by breaking down barriers and creating opportunities. Our mission is to empower and support these women through targeted programs, research, and community engagement. We are dedicated to fostering an inclusive environment where equity, diversity, and accessibility are integral to all aspects of our work. More information on Lotus STEMM can be found at: www.lotusstemm.org.

Job Description:

We are seeking a highly motivated and experienced Senior Project Coordinator to join our team. This is a remote, fixed-term position running from September 2024 to March 2027, focusing on the implementation of our "Advancing South Asian Women in STEMM" initiative. The successful candidate will play a critical role in coordinating and supporting this project aimed at identifying and addressing barriers faced by South Asian women in STEMM fields, developing resources, and sharing findings with the community. We are looking for a passionate individual willing to bring their skills and learn new skills during the duration of this project.

Key Responsibilities:

1. Research Assistance:

- Conduct literature reviews on barriers faced by South Asian women in STEMM careers, with attention to intersectionality and systemic inequalities.

- Assist in developing inclusive and accessible online surveys and interview questions.
- Internal and external communication with outreach partners in Ontario, British Columbia, and Alberta to recruit participants from diverse backgrounds for focus groups.

2. Participant Engagement:

- Work with STEMM outreach and immigration partners to recruit participants for focus groups and online surveys, ensuring representation of diverse voices.
- Provide support during in-depth focus group interviews, fostering a safe and inclusive space for comprehensive discussion.

3. Data Analysis and Reporting Assistance:

- Support with data entry and analysis, ensuring attention to equity and diversity considerations.
- Assist in identifying critical themes and compiling reports on findings with an emphasis on inclusivity.

4. Resource Development:

- Develop a list of relevant resources offered by other organizations, ensuring accessibility and inclusivity.

5. Workshop Coordination:

- Coordinate the delivery of in-person workshops in collaboration with community partners, ensuring they are accessible and inclusive for all participants.
- Develop feedback forms, communicate with participants from diverse backgrounds, and summarize feedback findings.

6. Community Engagement:

- Organize knowledge mobilization activities to share project findings with the community through inclusive channels, including accessible radio stations and in-person events.

7. Project Evaluation Support:

- Support external evaluators by coordinating data collection and analysis with a focus on equity, diversity, and inclusion (EDI).
- Assist in developing and finalizing the evaluation plan and report, integrating accessibility considerations.

Qualifications:

- Bachelor's degree in a related field (e.g., Project Management, Social Sciences, STEMM).

- Minimum of 3-5 years of experience in project coordination, preferably in community-based or research-focused projects.
- Strong organizational and multitasking skills, with the ability to manage multiple tasks simultaneously.
- Experience in qualitative and quantitative data collection and analysis, with a commitment to EDI principles.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Proficiency in project management software and tools.
- Experience working with marginalized communities, particularly in STEMM fields, is an asset.
- Familiarity with GBA+ considerations, intersectionality, and accessibility in research and community engagement.

Application Process:

Please submit your resume and a cover letter detailing your relevant experience and why you are a good fit for this position to [Insert Application Email/Link].

Only candidates selected to move forward in the hiring process will be contacted.

While this position is available for those eligible to work in Canada, Lotus STEMM is committed to creating a workplace that reflects the diversity of the communities we serve. We welcome applications from individuals of all backgrounds, particularly those from underrepresented communities in STEMM fields. We are dedicated to providing an accessible and inclusive recruitment process. If you require accommodation at any stage of the recruitment process, please let us know.