



2 King Street West, Suite 100
Kitchener, Ontario N2G 1A3
226-336-1988

info@kindmindsfamilywellness.org
<https://www.kindmindsfamilywellness.org/>

Job Title: Research Manager
Program Title: Preventing Family Violence and Child Maltreatment in Black Communities
Organization: Kind Minds Family Wellness (KMFW)
Location: Waterloo Region, Ontario (with in-person and virtual activities across the region)
Term: 1-year contract (Eligible for annual renewal)
Project Period: April 1, 2026 – March 31, 2030
Compensation:

Commented [1]: The responsibilities for the "Research Manager" align directly with what a "Research and Evaluation Lead" would typically handle, covering areas like research design, data collection, analysis, and knowledge mobilization. Given this alignment, it would be beneficial to adjust the title to "Research and Evaluation Lead" to maintain consistency with the organization's existing staff structure and clearly reflect the breadth of responsibilities for the role. This approach ensures that the job description accurately reflects both the research and evaluation aspects, as indicated in the organization's staffing. Alternatively, KMFW can opt to keep the title as "Research Manager" if that is preferred. The key is to ensure the job description accurately reflects all the duties associated with the role, regardless of the chosen title.

Job Summary

Kind Minds Family Wellness (KMFW) is seeking a skilled and dedicated Research Manager to oversee and lead the research and evaluation components of a four-year initiative focused on preventing family violence and addressing child maltreatment in Black communities within the Waterloo Region.

The Research Manager will be responsible for designing and implementing intervention research and evaluation activities, including research protocol development, data collection, analysis, and knowledge mobilization. The role will ensure that research processes are conducted ethically and grounded in Afrocentric, anti-racist, and trauma- and violence-informed frameworks. Working closely with the Project Manager, community partners, researchers, service providers, and Black-led organizations, the Research Manager will ensure that community perspectives are meaningfully integrated into the research process. The role will also support the development of culturally grounded training tools and contribute to translating research findings into accessible resources, reports, and policy recommendations that strengthen services for Black families.

Key Responsibilities

Research Design and Protocol Management

- Develop and manage research protocols aligned with the project's intervention research and evaluation objectives.
- Draft and submit ethics protocols to the Community Research Ethics Office (CREO) and revise submissions as required based on feedback.
- Ensure that full ethics clearance is obtained prior to the commencement of data collection activities.
- Monitor ethical compliance throughout all phases of research, including data collection, storage, analysis, and reporting.
- Manage protocol amendments and updates as required as the research progresses.



2 King Street West, Suite 100
Kitchener, Ontario N2G 1A3
226-336-1988

info@kindmindsfamilywellness.org
<https://www.kindmindsfamilywellness.org/>

Data Collection and Analysis

- Design and administer pre-, mid-, and post-training surveys for participating service provider staff.
- Conduct focus groups and interviews with service users, caregivers, and community participants.
- Lead qualitative data analysis processes, including thematic analysis of interviews, focus groups, and needs assessment findings.
- Track organizational changes among participating service providers, including policy shifts, referral practices, and service delivery improvements.
- Conduct key informant interviews with service providers and organizational leaders to assess policies, tools, and data practices.
- Synthesize environmental scan and evaluation findings into comprehensive reports and summaries.

Curriculum and Tool Development Support

- Contribute to the co-design and refinement of culturally grounded training series and intervention support tools.
- Develop pre- and post-assessment tools and qualitative research instruments aligned with the project's intervention research plan.
- Review training and research materials through an anti-racist and culturally grounded lens.
- Ensure cultural safety and relevance in language, framing, and case studies used in research and training materials.

Knowledge Mobilization

- Validate research findings with community partners and Black-led organizations before publication or dissemination.
- Share preliminary findings with community stakeholders using accessible formats, including storytelling and Afrocentric knowledge-sharing approaches.
- Document project strengths, limitations, and lessons learned from engagement with service providers and community participants.
- Develop infographics, research reports, and plain-language briefs to support knowledge sharing.
- Prepare and submit presentation proposals for national conferences.
- Attend and present at conferences, webinars, and community events to share project findings.

Collaboration and Ethical Compliance

- Ensure consent forms and participant materials are translated and accessible to community participants.



2 King Street West, Suite 100
Kitchener, Ontario N2G 1A3
226-336-1988

info@kindmindsfamilywellness.org
<https://www.kindmindsfamilywellness.org/>

- Provide training and guidance to project staff and facilitators on TCPS2 ethical principles for research involving human participants.
- Support the project's Community of Practice, including participation in quarterly virtual meetings and annual in-person gatherings.
- Work collaboratively with project partners, community organizations, and service providers to ensure the research process remains community-informed and culturally responsive.

Qualifications

- Demonstrated experience in research management, program evaluation, or intervention research, preferably within community-based, public health, or social service settings.
- Strong understanding of Afrocentric, anti-racist, and trauma- and violence-informed research approaches.
- Experience conducting qualitative and quantitative research, including surveys, focus groups, interviews, and thematic analysis.
- Familiarity with research ethics processes and TCPS2 guidelines for research involving human participants.
- Experience working collaboratively with Black communities, community organizations, and service providers.
- Strong analytical, writing, and knowledge translation skills.
- Ability to synthesize complex research findings into accessible and community-friendly formats.
- Excellent project coordination and organizational skills.
- Knowledge of the Waterloo Region community and service landscape is considered an asset.
- Master's degree in Public Health, Social Work, Sociology, Community Psychology, Evaluation, or a related field, or an equivalent combination of education and professional experience.

To apply, send your resume and cover letter to admin@parherhrsolutions.com with the title "Research Manager". Please note that applications will be reviewed on a rolling basis, and the position will be open until filled.