



Sinclair Consulting Services (SCS)

Job Posting: **CS-032022**

Title: **Promotion and Marketing Research Assistant** (*new position*)

Location: **Toronto, Canada**

Position Type: **Full-Time Permanent**

Closing date: **April 15, 2022**

Salary: **Commensurate with experience**

Sinclair Consulting Services (SCS) invites applications for the position of Promotion and Marketing Research Assistant (PM-RA)

SCS is a Toronto-based consulting company founded in 2018. We help students and immigrant professionals explore education pathways for successful integration in the ever-changing workplace, locally and globally. We help clients improve their chances for admission into world-class universities. We provide ongoing mentorship, guidance, coaching and networking opportunities to help clients best prepare for fulfilling and rewarding careers in a vastly diverse workplace and support higher academic and scholarly research and interventions.

The role of the PM-RA will be expansive. It will vary from market analysis and curricular guidance to improving clientele's efficiency in advancing social and emotional competencies in a holistic perspective. The incumbent will be tasked with the responsibility of coordinating and providing relevant skills and other interventions to advance clientele services and relevant capacity building with a perspective of emotional health.

Additionally, the PM-RA will play a core part in the SCS team effort in bringing innovation and human-centered design practices to the creation and adaptation of our content. The PM-RA will be required to perform needs analysis towards development of an interventional Social Emotional Learning (SEL) project. Immediate tasks will include drafting of original capacity building content, working with country-based colleagues, partners and clients on the contextual adaptation of existing content, working closely with consultants and multimedia vendors on innovative delivery pathways for programming, training, and collaborating with colleagues on SEL practices; and leading teams in growing our adoption of SEL in our global portfolio. The PM-RA will also support proposal development to ensure technical quality, analyze program data to inform course correction, provide input on program-specific tools that support impactful programming, and engage in relevant partner recruitment efforts for SCS international and country-based staff. The PMRA will be required to have expertise in SEL and implementation of Emotional Quotient (EQ) protocols in the workplace.

Major Responsibilities

- Lead the development of SCS's SEL and EQ-based worker wellness interventions while reflecting on effectiveness in advancing social-emotional learning outcomes
- Identify opportunities and make recommendations for further expansion and strengthening of EQ in EDI to complement SEL universal approaches
- Draft safe workplace technical narratives of proposals, including relevant budgets for projects, technical activities and ensuring alignment to SCS's education and cross-sectoral outcomes
- Conduct technical training and coaching in SEL for clientele and staff as needed
- Seek out opportunities for learning and sharing innovative SEL practices in order to advance SCS's leadership role in the sector
- Develop partnerships with local/regional organizations as appropriate to increase delivery options for SEL content and guide the development of guides/tools for media use
- Present SCS research findings across contexts and relevant conferences

- Support the creation of appropriate PR and communications materials that raise our profile with donors, partners, and other key actors.

Job Qualifications

Education

- Doctorate or Master's degree in healthcare field, including nursing education, with a focus on psychology, social-emotional learning, curriculum design, knowledge management, marketing, or equivalent combination of education and experience

Work Experience

- Minimum of 5 years academic, community and/or healthcare services experience in Canada, Europe or Africa
- Experience in implementing and/or managing education programs that have a strong university/college based SEL intervention in humanitarian or health promotion settings
- Experience in strategy development and working across sectors or disciplines
- Experience in human centered design, technical tools and materials development, monitoring and evaluation, and research in relation to emotional interventional education an asset.

Demonstrated Skills and Competencies

- Demonstrated expertise in professional education program design, SEL curriculum development and adaptation, skill assessment, with the ability to turn concepts and strategy into measurable actions
- Health needs analysis, interventional planning, implementation and evaluation
- Strong verbal and written communication skills
- Demonstrated commitment to renewing and maintaining currency with best practices.

Language Skills

- Fluency in English. Fluency in another language is an asset

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Computer skills

- Proficiency in MS-Office and SPSS is preferred

Application

Interested candidates should submit a cover letter (500 words max), resume (3 pages max) and names of three potential references to csinclair600@gmail.com **before April 15, 2022**. All qualified candidates are encouraged to apply. Only short-listed candidates will be contacted.

Diversity Statement

SCS is strongly committed to equity, diversity and inclusion in the workplace. We welcome applications from all backgrounds, culture, identity or disability, or others who may contribute to the further diversification of ideas.

Website: <https://sinclairconsultingservices.com/immigrant-doctors>