

Institute for Future Legislators at Toronto Metropolitan University 2023

The Faculty of Arts at Toronto Metropolitan University seeks research assistants to work with the [Institute for Future Legislators](#).

The Institute provides hands-on intensive training and mentoring for anyone considering running for office and wanting to make a difference—whether at the local, provincial, or federal level. The program consists of three sets of workshops, run over three weekends in May and June: May 13th and 14th, May 27th and 28th, and June 9th-11th. The first two weekends will be held in Toronto; the final weekend will be held in Ottawa.

During these workshops, former elected representatives from across the political spectrum will share their expertise and advice with participants. Chiefs of staff and senior public servants share their knowledge. Veteran political journalists advise and train participants on effective political communications. Academic experts provide instruction and resources. During the final weekend, we will travel to Ottawa, where participants will engage in an intensive parliamentary simulation.

Research Coordinator (1)

The position involves providing assistance with research, program development and evaluation, guiding and facilitating groups of participants in the practice of legislative politics and parliamentary procedures, providing feedback to participants, and assisting with logistics and administrative tasks. In particular, this position will take on a leadership role in regards to the program and curriculum development for the Institute in collaboration with the core planning team (Project and Admin Leads). It is an exciting opportunity for a student who is knowledgeable about and interested in Canadian politics and public policy.

The Research Coordinator can expect to gain skills in communications; event management; diversity, equity and inclusion; project management; and teamwork and collaboration. The student will also enhance their organizational and time management skills, as they will be working on a variety of tasks and will need to prioritize, while having meaningful engagement with prominent student and community leaders, politicians and academics which in turn will align with enabling greater student engagement and success through exceptional experiences.

Major responsibilities include:

- Developing and organizing program materials such as constituency letters, caucus exercises, issue and policy briefs, terms of reference, and more
- Compiling materials to develop a list of resources for in-person and virtual event engagement
- Assisting in writing communications, corresponding and supporting stakeholders and program participants

- Ensuring that documentation relating to the Institute is maintained in an orderly and efficient manner with attention to accessibility
- Collaborating with other staff in executing program and curriculum
- Assisting in coordinating in-person and virtual events logistics
- Attending regular team meetings
- Assisting with other administrative tasks as needed

Requirements:

- Must be meticulous with great attention to detail and accuracy
- Must be punctual with excellent record of attendance
- Must possess the ability to prioritize and meet multiple, simultaneous deadlines
- Must be a graduate student to apply
- CGPA of 3.0 or higher

Rate of pay: \$28

15 hours / week with a total of 330 hours in the contract

Start Date: January 16, 2023

End Date: June 16, 2023

Applications are due by 5:00pm, on December 16th, 2022. Please send CV and letter of interest (one page max.) to: Josel Angelica Gerardo, jgerardo@ryerson.ca.