

## ACLRC - Director of Research and Education

The Director of Research and Education (“DRE”) leads the research and education mandates of the Alberta Civil Liberties Research Centre (“ACLRC”). With input from the Executive Director and the Board of Directors, the DRE sets ACLRC’s research and education priorities and the annual research agenda. The DRE strives to develop excellent research, writing and presenting skills in staff, contractors and articling students. The DRE is accountable to the Board of Directors in supporting the Research and Education mandate of the ACLRC; and liaises with the Executive Director on the administration functions of the ACLRC.

The DRE is responsible for:

### Research Program

- Setting the ACLRC’s research and education priorities and the annual research agenda with input from the Executive Director and the Board of Directors;
- Scanning the environment for emerging research and best practices, resources and issues relating to civil liberties and human rights in Alberta;
- Recruiting, coordinating and overseeing Research and Education staff and contractors;
- Ensuring the ACLRC’s research and writing priorities are completed in a timely manner;
- Ensuring that research drafts are edited with a high level of attention to detail and accuracy;
- Ensuring research publications are in-depth and high quality, with a strong commitment to academic and professional integrity;
- Acting as Principal to articling students who work with the ACLRC in fulfilment of their articles; (The DRE must be an active member of the Law Society of Alberta);
- Collaborating with the Executive Director in the writing of grant applications to support the annual research agenda and the budget;

### Education Program

- Writing articles for publication on the ACLRC website or other publications on civil liberties and human rights issues;
- Working with Human Rights Educators and contractors to design educational resources/ presentations dealing with civil liberties and human rights;
- Designing educational resources such as workshops, webinars, podcasts and videos related to civil liberties and human rights issues;
- Coordinating the delivery of education projects throughout Alberta;
- Providing training for Human Rights Educators and contractors to ensure up-to-date knowledge on civil liberties and human rights issues;

**Staffing**

- In consultation with the Executive Director, the DRE is responsible for the hiring, supervision and performance evaluation of research and education staff, contractors and other service providers.

**Communications**

- In collaboration with the Executive Director, developing and implementing the ACLRC's media and communications strategy, including local, provincial and national media, print, electronic and social media;
- Other duties and projects as assigned.

**Skills and Qualifications**

- Active member of the Law Society of Alberta (mandatory) with a law degree and extensive knowledge of civil liberties and human rights law;
- Proven ability to lead and supervise research and education teams, including hiring, training, and conducting performance evaluations;
- Strong research skills with a demonstrated ability to set research priorities, produce high-quality publications, and maintain academic and professional integrity;
- Experience designing and delivering diverse educational resources such as workshops, webinars, videos, and other materials on civil liberties and human rights topics;
- Proficiency in writing grant proposals and securing funding to support research and education mandates;
- Exceptional written and verbal communication skills, including experience engaging with diverse audiences, media, and community stakeholders;
- Ability to scan the environment for emerging trends, best practices, and issues related to civil liberties and human rights, and incorporate them into research and education initiatives;
- Strong organizational skills to manage multiple projects, ensuring timely and high-quality completion of research and education priorities;
- Willingness to travel across Alberta and work evenings or weekends as needed to deliver workshops and educational programs.

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