



**CANADIAN CENTER
FOR WOMEN'S
EMPOWERMENT**

**CENTRE CANADIEN
POUR L'AUTONOMISATION
DES FEMMES**

Job title: Data Collector (Qualitative Research)

Organization: Canadian Center for Women's Empowerment (CCFWE)

Location: Remote (Canada)

Application deadline: April 25, 2026

Contract Type: Casual / Contract-Based (Contract Dates: June 15 to September 11, 2026)

Number of Positions: 3 positions: 2 Data Collectors and 1 Bilingual Data Collector. Each position is up to 30 hours. If a single Bilingual Data Collector is hired in place of multiple roles, the total contract may be up to 90 hours, 35\$/hour.

Report to: Research Director

About Us

The Canadian Center for Women's Empowerment (CCFWE) is a national non profit organization based in Ottawa dedicated to addressing economic abuse, advancing economic justice, and strengthening women's economic security across Canada. Through education, community based research, financial empowerment, policy influencing, and systems change, CCFWE works to dismantle systemic barriers faced by women experiencing economic abuse. Its work is grounded in equity, evidence, and the lived experiences of survivors, integrating trauma informed and violence informed approaches to support prevention, response, and long term economic empowerment.

CCFWE collaborates with federal and provincial governments, financial institutions, academic institutions, and community organizations to drive national impact. It also established the Canadian Institute for Research on Economic Justice (CIREFJ) to generate evidence-based research that informs policy, strengthens survivor services, and advances systemic change.

Role Overview

Seeking three experienced Data Collectors to support a national research study conducted by our research institute examining the impacts of economic abuse on BIPOC women in Canada. This role is well-suited for individuals with strong qualitative research skills and experience engaging with participants in sensitive contexts.

Data Collectors will be responsible for conducting one-on-one interviews and facilitating focus groups with individuals who have lived experience of economic abuse. The role requires a trauma-informed, ethical, and highly confidential approach to data collection.

Key Responsibilities

- Conduct qualitative interviews and facilitate focus groups with research participants using a trauma-informed approach
- Create a safe, respectful, and non-judgmental environment for participants to share their experiences
- Follow structured interview and facilitation guides while remaining responsive to participant needs
- Take detailed, accurate, and high-quality notes during interviews and focus groups
- Clean, organize, and prepare interview and focus group notes for analysis
- Ensure all data collection processes adhere to ethical standards, including informed consent and confidentiality protocols
- Maintain strict confidentiality and securely handle all sensitive participant information
- Participate in training sessions, debriefs, and regular check-ins with the research team
- Flag any risks, concerns, or emerging issues to the lead researcher in a timely manner

Required Skills & Qualifications

- Demonstrated experience conducting qualitative interviews and/or facilitating focus groups
- Strong understanding of trauma-informed research and interviewing practices
- Experience working with vulnerable or marginalized populations, particularly survivors of violence or abuse
- Excellent active listening and interpersonal skills
- Strong note-taking skills with the ability to capture nuance, tone, and key insights
- High level of professionalism, discretion, and ethical judgment
- Ability to manage sensitive topics with care and emotional intelligence
- Strong organizational skills and attention to detail
- Ability to work independently and meet deadlines in a remote environment

Assets

- Bilingual (English and French)
- Experience with research related to gender-based violence, economic abuse, or related fields
- Familiarity with Canadian research ethics protocols and/or REB processes
- Experience working on national or multi-region research projects

Additional Information

- This is a contract-based, casual role with flexible hours based on project needs
- Training and research protocols will be provided
- Data Collectors must have access to a private, secure space to conduct interviews

CCFWE is committed to advancing equity, inclusion, and systemic change. We strongly encourage applications from individuals who demonstrate a commitment to these values. As an employer dedicated to employment equity and accessibility, we welcome applications from individuals and communities that have been historically disadvantaged and marginalized.

A pool of qualified candidates may be created for future opportunities within our team. This position will remain open until filled. A bilingualism and/or writing test may be required as part of the selection process.

Please submit your resume and cover letter to HR@ccfwe.org