

**Making the Shift:
A Youth Homelessness Social Innovation Lab
Research Assistant Position
(Toronto-based)**

Job Type: Part-time (40 hours/month)

Type of Position: Contract, starting April 1, 2020

Hourly rate: \$20.00

Direct Supervisor: Julia Lalande, PhD, Managing Director (MtS Inc)

Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab with a mandate to contribute to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization. MtS is a federally funded Network of Centres of Excellence (NCE) and is co-led by the Canadian Observatory on Homelessness at York University and A Way Home Canada. Making the Shift is conducting evaluation research to assess the effectiveness of the MtS Inc. as a research network, a social innovation lab, and the collective impact of MtS Inc. and its national partners on youth homelessness ecosystem.

We are currently looking for a Research Assistant (RA), with a primary focus on data entry, administration and transcription services, to join the MtS Inc. team as it works on shifting systems responses to youth homelessness from emergency responses to prevention in the areas specific to research, planning, policy and practice. Qualitative and quantitative data will be collected through surveys, one-on-one interviews and focus groups. The data will be uploaded to Forum and NVivo software for the analysis. The files containing data require high quality data entry, including preparing interview and focus group transcripts, and quantitative data entry. Other miscellaneous research and administrative functions (e.g., help with meeting set-up and facilitation) may be assigned on an as-needed basis by Senior Management staff.

MAJOR DUTIES

Data Entry

- Perform data entry of network members information in an efficient manner and make corrections (as required)
- Record applications, profiles, and agreements into the database as well as correcting entries in the database
- Maintain files on applications and agreements
- Maintain the filing system for research applications and agreements, including the creation of files and the filing of documents

RESEARCH ASSISTANT – DATA ENTRY & MANAGEMENT

- Develop and maintain effective collaborative and consultative relationships and partnership with internal and external stakeholders, including supporting organization of network events
- Support the exercise of reviewing, scanning, purging, and archiving files in accordance with MtS policy
- Support the development and implementation of templates and methodologies to ensure data requirements are accurately and completely captured and can be effectively communicated to internal and external stakeholders
- Conduct data profiling to analyze quality of incoming data & advising on any data cleansing rules
- Manage, prioritize, and respond to ad-hoc requests from Senior Management Team
- Perform data maintenance tasks when required to ensure ongoing data integrity
- Provide assistance to Senior Management Team in the development of quantitative and qualitative research and evaluation methods (as required)

Transcription

- Produce highly accurate transcriptions of spoken dialogue, in the form of one-on-one interviews and small focus groups, as retrieved on audio files
- Conduct research – as needed – to verify spelling and formatting of names and terms referenced in files
- Self-review and monitor adherence to transcription and grammar standards
- Assist in organization and management of interview / focus group files (audio files and completed transcriptions)
- Provide frequent updates on progress and/or issues to Research and Evaluation project staff
- Maintain neutrality, confidentiality, and professionalism

Other responsibilities (as needed)

- Quantitative and qualitative data entry and management
- Working with project and research staff to ensure files are maintained and up to date
- Additional and related tasks related to the project's execution, as assigned by MtS research and evaluation staff (e.g., working with data, article searches)

QUALIFICATIONS OF THE IDEAL CANDIDATE

- York University student (mandatory)
- Computer proficiency: typing speed min 50 wpm, data entry, and ability to learn new programs
- Candidates must have experience with research participant data entry and transcribing interviews
- Experience with transcription software and different media types helpful
- Familiarity with accessing cloud storage applications

RESEARCH ASSISTANT – DATA ENTRY & MANAGEMENT

- Excellent communications (writing and oral) skills, with strong spelling, grammar and punctuation skills
- Excellent organizational, planning, and coordination skills
- Some experience with data collection (e.g., surveys, key informant interviews, focus groups, etc.)
- Experience in project management and research management an asset
- 2+ years of recent related training/experience, preferably in an academic or NGO environment an asset
- A demonstrably strong work ethic
- Ability to work independently
- Ability to complete tasks as required (timelines/deadlines)

APPLICATION PROCESS

Your complete application package must include a cover letter, resume, and the names of at least 3 work-related references. Please ensure that “MtS Research Assistant” is quoted in the email subject line.

In an email with the Subject Line - “Application: Research Assistant / Data Management ” – please submit your application by email to Julia Lalande, PhD, Managing Director, by March 31, 2020: makingtheshift@yorku.ca

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens, permanent residents in Canada, and people with lived experience of homelessness and/or Indigenous candidates. We are committed to Employment Equity and encourage applications from all qualified candidates.