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

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

**Type of Position:** Workstudy, starting January 26, 2021 and ending April 28, 2021

**Hourly rate:** $17.00

**Direct Supervisor:** Chad Story, 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.

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**Job Description**

*Duties may include:*

- Writing and technical support with communications tasks (webinars, blogs, video editing).
- Research support with background and literature reviews (e.g. researching institutions to share Data call with or collecting bios and info from stakeholders).
- Note-taking and collecting content from events (summaries, reports, quotes).
- Coordinate and follow-up with community members around content and delivery (blog posts and catalogue, etc.).
- Support with knowledge mobilization activities.
- Other research support, KMb and communications tasks as requested (approximately 5% of the time).
RESEARCH ASSISTANT – COMMUNICATIONS

- Production and post-production support of webinars, training videos and the Lived Experience podcast.
- Support with creating newsletter, website, and social media content to share research outputs.
- Updating the Network Members’ profiles in Forum with current information.
- Learning the dynamics associated with being part of a research team.

**Student learning outcomes**

- **Orientation and Training:** Students will participate in a one-day training session at the beginning of the term which outlines the MtS’s research objectives and processes and provides insight into the MtS’s knowledge mobilization activities.
- **Feedback and On-going Support:** Students will receive training from MtS staff to ensure they are able to complete the assigned tasks. This training may include managing a database, data entry, creating proper citations, writing in plain language, and other topics as they arise.
- **Application & Complementing Classroom Learning:** Students will learn to adapt academic research materials into accessible and articulate content in real world settings. The position will also provide them with the opportunity to utilize key communications and research skills in action.
- **Networking Opportunities:** Students will have the opportunity to collaborate with leading homelessness researchers and knowledge mobilization professionals. Students will see the impact of research and policy partnerships across academics, policy and decision makers, service providers and people with lived experience of homelessness.

**Qualifications:**

- Current undergraduate York University student (we encourage applicants from diverse programs of study, but an interest in working in the social sciences is a must)
- Excellent teamwork skills: ability to work in a collaborative team environment
- Ability to work independently
- Oral and written communication skills (knowledge of writing in plain language an asset); excellent organizational, planning, coordination, and analytical skills
- Knowledge of homelessness and social justice issues an asset
- Knowledge of how to use social/digital media effectively to communicate a message, and respond to and engage an audience an asset
- Experience with data collection an asset

**Personal and professional development:**

Over the course of their position with the MtS, students will learn:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the MtS.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the MtS.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Stakeholder Needs:** Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organize**: Set priorities, monitor progress towards goals, and track details, data, information, and activities.

- **Solve Problems**: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

- **Think Strategically**: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the MtS.

**APPLICATION PROCESS**

In an email with the Subject Line - “Application: Research Assistant / Communication” – please submit your application by email to Chad Story, PhD, Managing Director, by February 5, 2021: makingtheshift@yorku.ca.

Your complete application package must include a cover letter, resume, and the names of at least 3 work-related references.

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.