

**Making the Shift: A Youth Homelessness Social Innovation Lab**  
Canadian Observatory on Homelessness  
**Quantitative Data Coordinator**

**The Organization:**

The Canadian Observatory on Homelessness (COH) is a non-partisan research and policy partnership between academics, policy and decision makers, service providers and people with lived experience of homelessness. Led by Stephen Gaetz, President & CEO, the COH works in collaboration with partners to conduct and mobilize research designed to have an impact on solutions to homelessness. The COH evolved out of a 2008 Social Sciences and Humanities Research Council funded project called the Canadian Homelessness Research Network and is housed at York University.

In an effort to bridge the gap between research, policy and practice, the COH goes beyond the mandate of a traditional research institute. As one of the largest homelessness-dedicated research institutes in the world, we support service providers, policy makers, and governments to improve their capacity to end homelessness. Our philosophy is simple: through research, evaluation and design, we can develop evidence-based solutions and together, solve homelessness.

The **Quantitative Data Coordinator** will be part of the **Making the Shift Demonstration Lab (MtS DEMS)**. MtS is a partnership between A Way Home Canada (AWHC) and the Canadian Observatory on Homelessness (COH). MTS' mandate is 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.

As part of our work, we are implementing [demonstration projects](#) on Housing First for Youth (including a Randomized-Controlled Trial), Youth Reconnect, Enhancing Family and Natural Supports, and the Upstream Project in communities across Canada. To test the different interventions, we are conducting outcomes and process evaluation of all the projects with a focus on mixed methods approaches. This includes longitudinal quantitative and qualitative data collection, as well as reviews of program fidelity. The project is intended to help build an evidence base for youth homelessness prevention in Canada and to inform work on youth homelessness internationally.

**MAJOR DUTIES**

**Research**

- Support or co-lead the development of qualitative and quantitative data analyses for the MtS DEMS research and evaluation projects
- Communication with HF4Y demonstration site program leads, research partners, and others requesting access to MtS DEMS research and evaluation protocols, files, and databases
- Support COH's Director of Research and Evaluation with implementation of MTS evaluation plans

### Administration

- Develop and maintain study drives and storage systems (e.g., shared folders, relevant resources and literature) for MTS Dems staff to use and ensure they are up-to-date
- Assist in organization and management of interview / focus group files (audio files and completed transcriptions)
- Maintain/organize HF4Y randomized controlled trial data storage and management; retrieve and export data requested from research partners
- Assist the MtS DEMS Research Team project management by participating in update meetings, keeping track of updates through project management software (e.g., Smart sheets)
- Oversee all submissions to Research Ethics Board (REB) and co-ordinate revisions and amendments
- Maintain MTS publication process, tracking and storage systems

### Supervision and Management

- Lead the training and oversight of data entry support staff and placement students
- Supervise database development and entry and/or transcribing of interviews
- Take on a strong managerial role within the HF4Y research team, contributing to building a cohesive and motivated team that works in an environment that is flexible, adaptable, and open to continuous change

## QUALIFICATIONS

### *Educational Requirements*

Graduate degree preferred, or a B.A. (Honours) with 2+ years of **quantitative research experience**.

### *Experience Requirements*

2+ years of recent related experience in **applied research**, preferably in an academic or NGO environment. Preference will be given to candidates with experience conducting **quantitative and community-based** research and evaluation projects. This includes experience with **research project development, data collection, data analysis, data interpretation, and knowledge mobilization**. Candidates with strong skills in **qualitative** and **quantitative** methodologies are preferred.

### *Skills and Competencies*

- Knowledge of **homelessness** and **social justice** issues.
- **Strong skills in quantitative data methodology and analysis** is required, including working with relevant software (e.g., SPSS).
- **Strong skills in qualitative data methodology and analysis**, including working with relevant software (e.g., NVivo).
- Experience with data collection (e.g., survey creation and administration, key informant interviews, focus groups, etc.).
- Knowledge in community-based research and evaluation methods, and evaluation theory and practice
- Excellent oral and written communication skills; excellent organizational, planning, coordination and analytical skills.

- Demonstrated ability to review and synthesize information and produce quality reports.
- Able to work in-person, collaboratively and remotely.
- Excellent relationship building skills, including establishing and maintaining positive relationships with external stakeholders.
- Able to work within competing or tight deadlines, set priorities, and monitor progress towards goals and deadlines.
- Fluency in English; French an asset.

#### **Benefits & Perks:**

- Competitive compensation package
- Generous vacation entitlement — starting at 3 weeks (plus additional 2 weeks over Winter break)
- Flexible working hours; work remotely on Fridays (COVID-19 restrictions mean that all staff currently work from home)
- Growth and development opportunities
- Health benefits — Medical, Dental & Vision
- Casual, diverse and inclusive work environment
- Work perks program with Perkopolis

#### **How to Apply:**

Your complete application package must include a cover letter, resume, and the names of at least 3 work-related references. **Please ensure that “Quantitative Data Coordinator” is quoted in the email subject line.** Submit your application by email to: Allyson Marsolais, COO, [amarsolais@edu.yorku.ca](mailto:amarsolais@edu.yorku.ca) at your earliest possible convenience.

We thank all applicants for their time and interest, but only those selected for an interview will be contacted.

We are committed to employment equity and encourage applications from all qualified candidates.

#### **Application Deadline:**

Ongoing until the position is filled

#### **Salary:**

\$50,000 annually