**Making the Shift:  
A Youth Homelessness Social Innovation Lab**

**Research Assistant Position**

**(Toronto-based)**

**Job Type:** Part-time (40 hours/month; up to 10 hours/week)  
**Type of Position:** Workstudy, starting October 17, 2022 and ending November 26, 2022 (6 weeks)

**Hourly rate**: $20.00

**Direct Supervisor**: Amanda Buchnea, Manager of the Toronto Centre of Excellence (TCE) on Youth Homelessness Prevention

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 developing case studies with two communities that were recipients of the 2021 MtS Prevention Awards: the Upstream Project in Kelowna, BC and York Region, ON’s youth homelessness community strategy.

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| ***Transcription*** |
| * Review automated transcriptions of 30 interviews to produce highly accurate transcriptions of spoken dialogue, in the form of interviews with 1-2 people, as retrieved on audio/video 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 files (audio files and   completed transcriptions)   * Provide frequent updates on progress and/or issues to the Manager of the TCE * Maintain neutrality, confidentiality, and professionalism |
| ***Data Analysis***   * Qualitative data entry and management into Nvivo software * Analyzing interview transcripts for key themes and insights into the success and challenges faced in each community * Additional and related tasks related to the project’s execution, as assigned by the Manager of the TCE (e.g., working with data, article searches)   **QUALIFICATIONS OF THE IDEAL CANDIDATE** |

* York University student (mandatory) - Graduate student preferred, but will consider undergraduate student with sufficient qualitative research expereince
* 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
* Experience with Nvivo software is essential
* Familiarity with accessing cloud storage applications
* 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 Analysis ” – please submit your application by email to Amanda Buchnea, Manager of the TCE, by Tuesday, October 11, 2022:** [makingtheshift@yorku.ca](mailto: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.