



Job Title	Research Support Assistant (3 positions)
Contract Type	Short-Term Summer Contract (Full-Time, 8 or 12 weeks dependent on confirmation of funding - Canada Summer Jobs Initiative)
Posting Date	13 April 2023
Deadline Date	27 April 2023
Posting Type	External
Location	Toronto, Ontario: <ul style="list-style-type: none"> ▪ AccessPoint on Danforth (3079 Danforth Ave.) ▪ Access Alliance Downtown (340 College St., Ste. 500)
Short Description	<p>Access Alliance Multicultural Health and Community Services is a Community Health Centre that aims to improve health outcomes for the most vulnerable immigrants, refugees, and their communities. We do this by facilitating access to services and addressing systemic inequities. The Centre envisions a future in which diverse individuals, families and communities can achieve health with dignity.</p> <p>NOTE: To be eligible to apply for this position you <u>must</u>:</p> <ul style="list-style-type: none"> ❖ Be between 15 and 30 years of age at the start of the employment ❖ Be a Canadian citizen, permanent resident or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and ❖ Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations <p>These positions are funded through the Canada Summer Jobs Initiative. As such, applicants must meet the requirements indicated above; and applications from individuals who reflect the broad diversity of communities we work with, including those from newcomer, racialized and LGBTQ+ communities, is highly encouraged.</p> <p>*****</p> <p>WE ARE HIRING THE FOLLOWING COMMUNITY PROGRAM WORKERS</p> <p>NOTE: You can apply to more than one position and efforts will be made to align candidate interest with opportunity but flexibility in assigned position is required.</p> <p>Access Alliance Downtown - 340 College Street (2 positions @ 12 weeks)</p> <ul style="list-style-type: none"> ❖ 2x: Research Support Assistant <p>AccessPoint on Danforth - 3079 Danforth Avenue (1 position @ 12 weeks)</p> <ul style="list-style-type: none"> ❖ 1x: Research Support Assistant <p>NOTE: All staff are expected to work on-site maintaining COVID-19 safety protocols and may be required to travel to and work at other sites as required. Complete COVID-19 vaccination is mandatory All positions contribute to our COVID-19 response efforts.</p>
Detailed Description	<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ▪ Support literature reviews and environmental scans for evidence-informed program planning and evaluation activities, particularly for our annual evaluation projects ▪ Support data collection activities (in-person and virtual methods) ▪ Support quantitative data analysis and perform descriptive and inferential analysis, triangulate with qualitative data ▪ Support the development of knowledge mobilization products to report on findings, e.g. written reports, posters, and infographics



- Support the design communication tools for maximizing the efficiency of planning and evaluation
- Support other planning, development, and implementation of evaluation activities, as needed
- Other duties, relevant to the position, as assigned
- Work evenings and weekends as required

SKILLS AND QUALIFICATIONS:

- An interest in working in community-based organizations
- An understanding of social determinants of health and issues faced by vulnerable communities
- Familiar with Taylor Massey neighbourhood, including Crescent Town, Teesdale and Oakridge neighbourhoods (east end); and Syme-Woolner, Weston and Mount-Dennis neighbourhoods (west end)
- Commitment to work from an integrated anti-oppression framework
- Strong interpersonal and communication skills
- Ability to plan and organize activities and to take initiative and work independentl
- Computer proficiency, including MS Office (Word, PowerPoint, Excel, Publisher, etc.), internet, etc.
- A second language is an asset
- Work evenings and weekends as required
- Punctual, reliable, proactive communicator

Salary: \$16.50 per hour

Hours: 35 per week

Bargaining Unit position: This position is excluded from the bargaining unit.

Start Date: June 5, 2023

Interview Dates: Interviews will be scheduled on one of the following dates: May 8-12

**Application
Method**

With “**Research Support Assistant- Summer Job**” in the subject heading please send your resume and cover letter by April 26, 2023 at 5:00pm to jobs@accessalliance.ca

No phone calls please.

We thank all applicants for their interest but only those selected for an interview will receive acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position.

We encourage applications from individuals who reflect the broad diversity of communities we work with, including those from racialized and LGBTQ communities.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

Access Alliance encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e. perfumes, lotions, hairspray, etc.) while at the Centre.