

**Job # 16.19**

Job Title: Research Assistant
Closing Date: May 10, 2019
Location: Toronto, ON
Duration: 8 weeks, 40 hours per week
Salary Range: \$14.00 / hour
Job Type: Summer

The Role

Under the direct supervision of the Chief Financial Officer, the Research Assistant will largely focus on performing research in alignment with CCRW's mission, vision, and values thereby sharing knowledge and influencing attitudes with regards to the employment of people with disabilities. By completing his/her assigned tasks and responsibilities, the Research Assistant will be supporting the provision of employment services to job seekers with disabilities and employers looking to hire qualified candidates with disabilities.

The main accountabilities for this position include but are not limited to:

- Compile tables, charts, and graphs for integration in research papers, infographics and reports
- Process data using statistical software (such as Excel) to conduct basic analyses of trends related to program outcomes and client engagement and in support of specific project activities
- Collect, consolidate, cross-tabulate and format data from various programs and services to prepare draft reports for review by upper management, CCRW's Board of Directors and external stakeholders
- Assist in collection and tracking of data from client and employer's usage of CCRW's programs and services, and consolidating this information to inform decisions surrounding program service delivery and ultimate program improvements
- Work alongside program managers to examine program trends across CCRW's repertoire of services.
- Assist with the maintenance of program statistics including participant and employer satisfaction surveys for program evaluation and as part of overall CCRW client satisfaction survey tracking

Who are you:

A Research assistant is an engaging and self-motivated individual with good decision-making skills; problem-solving skills; and communication skills (including netiquette). You should be studying a field related to personnel management such as business administration, industrial relations, commerce or psychology.

Requirements to be considered for this job:

- This position is funded by Canada Jobs and the person hired must be born after July 1, 1989, be a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* and is legally entitled to work according to Ontario regulations. International students are not eligible.
- Students enrolled or recently graduated from post-secondary programs (including college-level certificate or diploma programs as well as undergraduate or graduate degree programs) focusing on social science, commerce, statistics or a related field.
- good listening skills, nonverbal communication skills, clarity and concision, general friendliness, confidence, empathy, open-mindedness, and respect are all essential for the role.
- Creative, organized, innovative and enthusiastic
- Ability to work well independently and in teams
- Ability to prepare comprehensive proposals and reports.
- to have good communication skills, motivation, the ability to delegate, positivity, trustworthiness, creativity, and the ability to manage and handle responsibility.
- Proficiency in MS Office Suite including Outlook, PowerPoint, Word, and especially Excel), Skype, Adobe Connect/Zoom Meeting and Office 365 (including SharePoint). The Research Assistant should also be comfortable using statistical software such as SPSS.
- Previous experience working within a non-profit environment focused on serving people with disabilities would be preferred

Interested applicants are invited to submit a cover letter and current resume to:

Careers@ccrw.org

Please quote Job # 16.19

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

CCRW is committed to workplace inclusion. Candidates of diverse backgrounds are encouraged to apply. If you require an accommodation at any point in the application process for this position, please email

careers@ccrw.org