



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Researcher, Community Impact
Department:	Community Impact, United Way East Ontario
Reports to:	Senior Manager, Research and Evaluation

PURPOSE OF ASSIGNMENT

The Researcher/Policy Analyst undertakes research projects and programs on behalf of United Way East Ontario in the area of policy development. They analyze demographic, economic, social and funding trends, as well as policy issues facing the social services sector. The Researcher/Policy Analyst works closely with staff from all departments at United Way to provide background material on a wide range of social and economic issues.

RESPONSIBILITIES

- Carry out research projects on a wide array of topics (i.e., children and youth, seniors, newcomers, people with disabilities, mental health and addictions, etc.)
- Use a variety of methods to collect, analyze and organize information and data, which will then be presented to others, either in a written report or as an oral presentation
- Analyze and evaluate research and interpret data, making sure that key issues are identified
- Prepare background reports and briefing notes on selected studies, reports and articles
- Provide research and policy advice to senior staff members
- Prepare speaking notes and presentation material
- Work with other funders in the region to better identify research needs and ways in which they can be met
- Develop research links with other research agencies in Ottawa
- Undertake research on the identification of assets within the community
- Represent United Way East Ontario on research-related committees
- Liaise with other researchers within the United Way network to share and exchange information

TIME COMMITMENT

This assignment is a full-time opportunity for one year starting May 2020. This includes professional training. The candidate must be available for the full duration.

QUALIFICATIONS

- Post-secondary education and work related activities with an emphasis on research and analysis
- Broad knowledge of the social service sector in Ottawa is an asset
- Demonstrated research and superior analytical skills
- Proven organizational skills
- Knowledge of information sources available for research
- Strong attention to detail
- Excellent writing and communication skills
- Knowledge of Microsoft Word, Excel, Access
- Demonstrated ability to exercise judgment in solving complex problems
- Bilingualism is an asset

BENEFITS OF THIS ASSIGNMENT

- Apply and refine the following professional competencies through experience in the non-profit sector: Communication; Interpersonal; Client Services; Leadership; Thinking; and Organizational
- Opportunity to work with a dynamic not-for-profit community organization
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way East Ontario staff and volunteers
- Opportunity to expand professional networks of influential community leaders beyond the public service

HOW TO APPLY

Please obtain your manager's approval, and then send your CV and a cover letter (maximum 500 words) to jqsteil@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.