

EMPLOYMENT OPPORTUNITY

Job Title: Research Assistant – COVID Vulnerable Populations Response Plan

LOCATION: Victoria, BC
SALARY: Commensurate with education and experience; starting \$20.50/hr
TERM: Short Term Contract – Temporary Part-time
ANTICIPATED START: ASAP

OVERVIEW

Who We Are

The Greater Victoria Coalition to End Homelessness (Coalition) is a non-profit society committed to addressing homelessness in Greater Victoria. The Coalition was formed in 2008 and consists of over 40 stakeholder organizations including: service providers, non-profit organizations, all levels of government, businesses, postsecondary institutions, the faith community, and people with a lived experience of homelessness.

The Coalition is the backbone organization dedicated to coordinating various dimensions and collaborators within a system-wide response to a range of issues related to homelessness. The Coalition establishes the vision and strategy, supports coordinated activities, establishes shared measurement activities, builds public will, advances policy and mobilizes funding. This suite of activities supports a region-wide, coordinated response to homelessness and ensures this collective effort maintains momentum and results in maximum impact.

Who You Are

You seek meaningful, complex work in a fast-paced, dynamic environment surrounded by experienced professionals passionate about social equality, housing and homelessness. You are process and values-driven thriving in a collaborative environment where diverse stakeholders work toward a common goal. You are a strategic thinker with strong organization and communication skills can move seamlessly from broad issues or concepts to practical, actionable steps and measurable outcomes ensuring effective community engagement through the process. You excel at verbal and written communication and project management.

Why Choose Us

- Growth Opportunities – We are supportive of ongoing professional development.
- Vacation and Sick Leave – We offer paid vacation and sick leave.
- Health Benefits – We offer medical coverage including prescriptions, dental and extended health for full time positions.
- Employee Assistance Program (Incl. family members) – We offer access to support.
- Flexible Work Schedule – We offer the option to work remotely when needed.
- Collaborative and Inclusive Work Environment – We work together.

- Great Location – We are located in downtown Victoria

JOB SUMMARY

Research Assistant – COVID Vulnerable Populations Response Plan

The role of this position is to support the collection, compilation, interpretation and reporting of data collected during the COVID Pandemic Vulnerable Populations Response.

This role seeks a flexible, confident, self-directed individual who can effectively apply critical thought to challenging and complex situations in a timely manner. This position presents an opportunity to work on high-profile initiatives related to addressing the needs of those experiencing homelessness in a community that finds itself as a current leader in the field.

STRUCTURE & ACCOUNTABILITIES

Employment Structure

- Reports to the Coalition Executive Director and/or designated Managers within the Coalition; depending upon specific project deliverables.
- Works with Coalition staff and community stakeholders on COVID homelessness sector research initiatives and data collection.

Specific Accountabilities

- Identify, develop, conduct, monitor and report on collaborative, community-based research projects in both prevention and system transformation pertaining to homelessness and the related societal factors, including: application of appropriate research methods including quantitative and qualitative data collection.
- Conduct literature reviews and support the design and development of research frameworks that apply to Participatory Action Research in support of homelessness sector system improvement
- Write reports with implications for practice and policy recommendations; support and development of Power Point presentations.
- Connect and support existing networks with other researchers in the field in the public and private sectors, locally, provincially, nationally and potentially internationally.
- Research best practice or emerging practice in prevention and intervention in homelessness to support all Coalition Working Groups and the homelessness communities of practice.
- Participate in the develop of evaluation frameworks from a shared accountability perspective with multiple stakeholders.
- Connect research activities to outcomes mapping.
- Contribute to the development of Tool Kits as applicable.

- Manage and support additional projects related to the Coalition’s strategic direction as assigned.
- Work collaboratively within a team to attain annual performance goals.
- Works with the Monitoring and Evaluation Working Group and the System Improvement Working Groups of the Coalition to assist in the collection of data at a macro-level for the community of housing and service providers and for research projects within the Coalition office.
- Utilize a comprehensive knowledge of homelessness prevention and intervention strategies and their applicability within the Greater Victoria context to advance community-based solutions.
- Use a range of engagement strategies and tools to ensure the following community engagement principles are applied to all Coalition work:
 - Every stakeholder provides value: each stakeholder has something to contribute;
 - Relationships build community: people and organizations must be connected;
 - Stakeholders are at the centre: stakeholders are actors – not recipients – in process;
 - Leaders involve others: broad base of community action creates most strength;
 - People and community care: challenge notions of apathy;
 - Listen: decision should come from conversations where people are heard and understood;
 - Ask: seeking ideas is more sustainable than giving solutions;
 - Inside-out organization: local community has control of process; and,
 - Institutions serve the community: leaders should create opportunities for member involvement.
- Work collaboratively with a diverse group of stakeholders ranging from government departments and agencies to small service-providers.
- Support the Executive Director with data collection, communication and presentations.

EDUCATION, TRAINING & EXPERIENCE

- **BACHELOR DEGREE OR DIPLOMA IN SOCIAL SCIENCES, BUSINESS OR RELATED FIELD.**
- **EXPERIENCE IN GATHERING AND EVALUATING DATA, LITERATURE REVIEWS AND REPORT WRITING.**
- Experience with Microsoft Office, Excel, Word, InDesign programs.
- Demonstrated understanding and/or application of the theory and ethical principles of Participatory Action Research as well as an understanding of the intersections of quantitative and qualitative data as it pertains to the social issue of homelessness.
- Demonstrated working knowledge of collaborative social development, prevention initiatives, supported, supportive, affordable housing and related services, especially in the Greater Victoria region.

COMPETENCIES

Must possess the following enabling competencies:

- Ability to **think critically**.
- Ability to understand core **interpersonal** practices and approaches to successfully facilitate, negotiate, and manage internal and external relationships.
- Ability to **communicate** through a balance of listening and talking; must speak and write clearly and accurately.
- Ability to **take initiative**, including to set achievable objectives; maintain a positive outlook; and take responsibility.
- Ability to understand how decisions affect the bottom line (**financial acumen**), including a familiarity with general financial and accounting principles and practices.

GENERAL REQUIREMENTS

- This position requires some flexibility regarding hours, as some meetings may occur after normal working hours and possibly throughout Greater Victoria.
- Must possess a valid Class 5 Driver's License and have access to a reliable vehicle.
- Follow the Coalition's policies and procedures and orientation manual.