

Job Title: Research Associate – Community Data Dashboard
Location: Victoria, BC
Employment Term: Short Term Contract – Temporary, Part-time
Salary Range: \$22.50/hr

JOB SUMMARY

Who we are:

The Greater Victoria Coalition to End Homelessness (GVCEH) was started in 2008 and in 2022 evolved to the Alliance to End Homelessness in the Capital Region (AEHCR). The AEHCR consists of local housing, health & social service providers, non-profit organizations, all levels of government, businesses, post-secondary institutions, the faith community, and people with lived & living experiences of homelessness. This diverse network, referred to as the Alliance Partners, comes together to collectively address the needs of individuals experiencing homelessness in the Capital Region.

The AEHCR optimizes synergy opportunities among its network as it builds on its focus on leading change toward functional-zero homelessness in the region and beyond, growing partnerships to drive prevention, and shaping a future where everyone has a safe place to call home.

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 partners work toward a common goal. You are a strategic thinker with strong technical, organization, and communication skills.

The position:

The person in this position supports the collection, compilation, interpretation and reporting of information for the Community Data Dashboard (CDD). This position presents an opportunity to work on a high-profile initiative related to addressing the community's efforts to achieve Functional Zero where occurrences of homelessness are rare, brief, and non-recurring.

Reporting to the Director of Research and Data Analysis, you will work collaboratively internally and externally to support the mission and action plan. Working alongside the Director of Research and Data and members of the Community Data Dashboard Working Group (CDD-WG) you will provide support for the development, implementation, and socialization of the CDD.

ACCOUNTABILITIES:

- Works with the Director of Research & Data Analysis, assisting in the collection of data supporting the creation of a CDD to be shared with the community of housing and service providers as the starting point.
- Participates in the development of the CDD from a shared accountability perspective with the CDD-WG.
- Supports baseline data collection policies and procedures related to the CDD.
- Supports identification of barriers, gaps, process improvement and system transformation needed to develop, implement, maintain, and socialize the CDD.
- Prepares and disseminates CDD-WG meeting agendas.
- Reviews and disseminates CDD-WG meeting minutes.
- Prepares updates for work done on the CDD (e.g., slide-deck presentations).

EDUCATION & EXPERIENCE:

- Graduate Degree or Diploma or Undergraduate degree near completion in Economics, Political Science, Psychology, Computer Sciences (preferred), or Public Health Sciences, Social Sciences, and related fields.
- Demonstrated experience with data collection, analysis, and display.
- Experience with implementation of research methods and research ethics.
- Experience with report-writing.
- Working knowledge of homelessness, supported, supportive, affordable housing, and related services and supports especially in the Capital Region or ability and desire to acquire such knowledge rapidly highly desirable.
- Experience with Microsoft Office suite and tools for communication and collaboration.
- Excel power user preferred.
- Power BI experience preferred.

COMPETENCIES:

- Flexible, confident, organized, self-directed critical thinker and problem solver who thrives in challenging and complex situations under pressure and with deadlines.
- Excellent communication skills; must speak and write clearly and accurately; be able to effectively communicate with people from diverse backgrounds.
- Consistently maintain a positive and enthusiastic outlook.
- Must successfully complete a criminal records check.

Why choose us:

- AEHCR creates a work environment where employees are encouraged to learn and develop skills
- Vacation pay or 4% in lieu of vacation
- Flexible Work Schedule – We offer the option to work remotely, when needed.
- Collaborative and Inclusive work environment
- Great Location – We are located in beautiful Victoria, BC
- Possibility for hybrid work (at the office/remote)