



**The Parkdale Activity-Recreation Centre:
"A community where people rebuild their lives."**

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Registered Charity: 129678231RR0001

Internal and External Job Posting

Parkdale People's Economy - Research Assistant

Position: Research Assistant

Contract period: 14 weeks (End Date: September 2, 2022)

Hours: 40 hours/week

Salary: \$21.00 /hour

Location: Parkdale Activity-Recreation Centre (1499 Queen St W) or remote

Posting date: May 20, 2022

Closing date: May 27, 2022

The Parkdale People's Economy is a network of over 30 community-based organizations and hundreds of community members collaborating to build decent work, shared wealth, and equitable development in Parkdale.

Position Summary:

The Research Assistant position will support the staff team at Parkdale People's Economy with ongoing projects and programs of the network. This will include research and data collection related to community planning processes in Parkdale, as well as administrative support for the broader project. This position is for youth under 30 years of age and is funded by a contribution from the Canada Summer Jobs program.

The position requires a strong commitment to anti-oppression and equity; detail orientation; creative problem solving and critical analysis; and strong communication and organizational skills. The position will report to the Parkdale Community Economic Development Manager.

The Parkdale People's Economy is guided by the Parkdale Community Planning Study (2016), which outlines visions and directions for community wealth building' strategies, neighbourhood-based economic well-being indicators, and a shared vision for decent work in Parkdale. The Parkdale People's Economy is also currently supporting Mutual Aid Parkdale, a community-based response to the COVID-19 pandemic, and will be engaging in a renewed community economic development planning process in the neighbourhood. The Research Assistant position will support these ongoing efforts.

The position will be based out of Parkdale Activity-Recreation Centre (PARC), which is a social service agency that works with members on issues of poverty, mental health, harm reduction, housing and food security. You will receive a detailed orientation to workplace health and safety including all office equipment and its safe use. You will be introduced to neighbourhood emergency services, demographics, and service context. You will receive training in WHMIS, AODA and risk assessment. You will also have the option to work remotely due to the COVID-19 pandemic.

Skills:

- Experience in research, evaluation, data analysis, and report writing;
- Demonstrated commitment to economic, racial, and climate justice and working with a strong anti-oppressive framework;
- Grounded knowledge of community planning and organizing, labour rights, housing policy, and/or neighbourhood-based initiatives to address poverty and displacement through post-secondary education and/or equivalent lived/work-experience;
- Excellent written and verbal communication skills;
- Ability to work independently and as a part of a team;
- Ability to think strategically and link individual actions to broader goals;
- Proven organizational skills to manage competing priorities, meet deadlines under pressure, and carry projects to completion;
- Ability to speak a language relevant to the Parkdale neighbourhood is an asset (e.g. Tibetan, Tagalog, Spanish, Tamil, etc.);
- Experience in the Parkdale neighbourhood – living and/or working – is an asset;
- Social media and graphic design skills are an asset.

Responsibilities:

- Supporting data analysis, research, and/or evaluation for the community planning process.
- Support Parkdale People's Economy with day-to-day functions;
- Attend and participate in weekly community meetings, department meetings, and monthly organization-wide meetings;
- Perform administrative duties as requested from time to time, such as note-taking.

Please forward your resume and cover letter to jobs@parc.on.ca by May 27, 2022 with the subject line: Canada Summer Jobs - Research Assistant (PCED).

We thank all applicants for their interest. However only those candidates selected for an interview will be contacted. No phone calls please.

Parkdale Activity-Recreation Centre (PARC) is an Equal Opportunity Employer. Qualified candidates with lived experience of poverty or contact with the psychiatric system and local candidates from equity-deserving communities are encouraged to apply, including but not limited to Black, Indigenous, and racialized community members, newcomer and immigrant communities, people with disabilities, and LGBTQ2SIA+ communities.
