



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

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Registered Charity: 129678231RR0001

Internal and External Job Posting

PARC Housing Development Team - Research Assistant

Position: Research Assistant

Contract period: 8 weeks

Hours: 35 hours/week

Salary: \$21.00 /hour plus 4% vacation pay

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

Posting date: May 10 2024

Closing date: May 24, 2024

The Parkdale Activity - Recreation Centre (PARC) is a unique Community Mental Health Centre and social service agency that works with members on issues of poverty, mental health, harm reduction, housing and food security. PARC is part of a network in Parkdale of over 30 community-based organizations and hundreds of community members collaborating to build decent work, shared wealth, and equitable development in Parkdale. PARC is also part of a broader network of supportive and affordable housing providers across the city (TAEH.ca and TMHASHN), the province (ONPHA) and the country (CHRA and CAEH)

Position Summary:

The Research Assistant position will support the development staff team at PARC with ongoing and new projects. This will include research and data collection related to community based supportive and affordable housing solutions and networks. Community planning processes in Parkdale for additional housing development, as well as administrative support for current and ongoing projects. 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 PARC Development team which includes the Resource Development Department and the Executive Director's office.

PARC is guided by the 2023-2027 PARC Strategic Plan, as well as the Parkdale Community Planning Study (2024), 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 position will be based out of PARC. 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 and AODA

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, 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 projects and activities listed above.
- Helping to development an event strategy that will benefit PARC Housing Development goals
- Support PARC Housing Development and Resource Development with day-to-day functions;
- Attend and participate in department meetings, and monthly organization-wide meetings;
- Perform administrative duties as requested, such as note-taking.

Please forward your resume and cover letter to jobs@parc.on.ca by May 20, 2024, with the subject line: Canada Summer Jobs - **PARC Housing Development Team - Research Assistant**

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.
