



WoodGreen Community Services Job Posting

WoodGreen Community Services is one of the largest social service agencies in Toronto. A founding United Way of Toronto member agency, WoodGreen has grown to span 36 locations and serves 37,000 people each year. WoodGreen helps people find safe, affordable housing, seniors live independently, internationally-trained professionals enter the job market, parents access childcare, children and youth access after-school programs, newcomers settle in to Canadian life, homeless and marginalized people get off the streets and youth find meaningful employment and training. Visit www.woodgreen.org for more information.

Job Posting Date:	April 10, 2017
Job Posting Application Deadline	April 19, 2017 at 5:00 pm
Job Title:	Intern, Strategy & Innovation Research
Program & Unit:	Innovation, Central Services
Work Week:	35 hours/week
Salary Grid Level:	B8 – \$17.37/hour
Employment Category:	Bargaining Unit – Student - 4 month Contract

Program Overview

WoodGreen's Strategy & Innovation Department plays a critical role in developing and leading strategic and innovative initiatives for the organization. These initiatives assist in bridging the gaps in existing community social services in Toronto and throughout the province of Ontario. In this role, you will have the opportunity to be involved in several projects all of which involve elements of research, writing, innovative design, meaningful stakeholder engagement and being a contributing member of the team.

Position Summary

The placement will involve conducting research on variety social service related issues with, as well as, assisting some in monitoring and evaluation activities. The candidate should have a thorough understanding of qualitative and quantitative research methodologies. The contract for the research internship is from May 1st until the beginning of September.

Main Responsibilities:

- Conduct a literature reviews on evidence-based programs.
- Examine and analyze publically available data sets (e.g. Labour Force Survey).
- Assist in the design of surveys and other evaluation tools.
- Collate and synthesize data (qualitative and quantitative).
- Summarize statistical results by creating graphs, tables and charts.
- Participating in stakeholder interviews.
- Assisting with stakeholder engagement events and focus groups.
- Assist the Strategy & Innovation team to update funding pipeline and upcoming granting opportunities.
- Assisting the Manager of Business Analytics in activities relating to monitoring and evaluation with various WoodGreen programs.
- Learning about all of WoodGreen's programs, their functions, and possible job shadowing opportunities to allow you to get a full range of experiences from this placement.

Required Education and Registration:

- Fourth year undergraduate or Masters-level student in social studies, engineering, research, design, business, health administration.

Preferred Qualifications:

- Fourth year undergraduate or Masters-level student, with an understanding of research methods (both qualitative and quantitative).
- Thorough understanding and experience in qualitative and quantitative research methods.

- Experience in facilitating community engagement and peer-led initiatives
 - Strong knowledge of the health and social services sector.
 - Previous work experience in the non-profit social services sector and/or health sector is an asset.
 - Understanding of and sensitivity to issues facing vulnerable populations.
 - Skills in leading focus group discussions, conducting surveys, and engaging community members
 - Excellent interpersonal skills, verbal and written communication skills.
 - Patience, compassion and sensitivity to deal with different cultures and different levels of abilities.
 - Excellent organizational and time management skills.
 - Strong computer literacy, including database management, report writing, template design, etc.
 - Ability to communicate effectively in one or more languages is an asset .
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To Apply:

Please submit your resume and cover letter in one document, **quoting the position title in the subject line** as follows:

WoodGreen employees ONLY – apply to hrjobs@woodgreen.org. Please note that external applications sent to this e-mail will not be forwarded and will be deleted.

All other applicants – apply to svanderherberg@woodgreen.org Att: Steve Vanderherberg, Central Services

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the *Human Rights Code*. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the *Human Rights Code*, the *Accessibility For Ontarians With Disabilities Act*, the *Pay Equity Act*, the *Occupational Health and Safety Act*, and all other applicable legislation.

WoodGreen is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.