

RESEARCH ASSISTANT (PART-TIME CONTRACT UP TO 75 HOURS MARCH – AUGUST 2017)

WHO WE ARE

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading champion of financial empowerment, we work with government, business and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Financial Empowerment is an integrated set of interventions proven to measurably improve financial outcomes for people living in poverty.

FINANCIAL DIARIES: TAX TIME STUDY

We are conducting research on the barriers faced by households living on low incomes as they tax file and claim benefits. This project will include financial diaries, a research method that involves a series of conversations with households around a particular topic of interest – in this case, tax filing. We believe that such conversations will shed light on the challenges, opportunities and stories that cannot be captured by questionnaires and survey data and as such will provide crucial insights into the experience of vulnerable Canadians as they tax file.

The study will run from March to August 2017 and the Prosper Canada Research Team will conduct up to five interviews with 40 Canadian households to understand the barriers, challenges, and opportunities they encounter as they tax file and apply for benefits. This data will provide crucial insights for program design as it will explore the challenges faced by different demographic groups and assess whether existing resources are able to meet their needs.

Key objectives of this research program include:

- **Generating new knowledge** on the barriers to tax filing faced by Canadians living on a low income;
- **Summarizing existing knowledge** on barriers to tax filing from the community of practice, policy-makers, and academic researchers;
- **Forming policy recommendations** for relevant sectors that help remove barriers to tax filing faced by Canadians living on a low income.

This study is funded by Intuit.

SUMMARY OF RESPONSIBILITIES

Prosper Canada is seeking to hire 10-15 Research Assistants across Canada to provide essential support to the Principal Investigators and other research team members. We encourage applicants from all parts of Canada. The Research Assistant will be required to conduct up to five interviews individually with 10 households over the period of March – August 2017. Additional responsibilities include attending meetings, adhering to the interview protocol and checking in weekly with designated supervisor. You will be responsible for:

- Connecting with participants in your research region; managing relationships with participants; scheduling interview sessions and follow-up sessions; meeting research participants at a convenient location for participants
- Conducting up to five interviews with 10 households and adhering to the interview protocol at all times

- Recording interviews on a recording device (ex. Voice Memo on a mobile device, or Dictaphone) and share those recordings with your designated supervisor in a timely manner
- Adhering to the research ethics and security requirements found in interview protocol in regards to keeping client information confidential and anonymous and keeping client data stored in a secured location
- Attending weekly check-in sessions with research supervisor (or as otherwise directed)

EXPERIENCE AND QUALIFICATIONS

Required qualifications and experience:

- Enrolled in graduate studies or have experience conducting primary research
- Experience working in a related field (e.g. social services, financial services, health, etc.)
- Experience working on academic and/or non-profit research projects
- Demonstrated experience with conducting interviews and/or applying ethnographic research methods
- Experience handling, managing and securing participant confidential information and obtaining consent
- Experience working with marginalized populations (such as, but not limited to, people living on low incomes, newcomers, people living with a disability, and/or Indigenous Peoples)
- Able to use recording devices and share recordings with research supervisor
- Have demonstrated excellent communication skills, time-management skills, and problem-solving skills

Qualifications and experience that will be viewed favourably, but are not required:

- French language proficiency

APPLICATION DETAILS

Application deadline:	March 3, 2017 or posted until filled Applications reviewed on a rolling basis
Number of positions:	10-15 across Canada
Training Date:	February 27, 2017
Project Duration:	March 1, 2017 – August 30, 2017
Travelling:	Ability to travel in your region to meet with clients
How to apply:	Please email your cover letter and resume to Prosper Canada, info@prospercanada.org , subject line “RA for Financial Diaries: Tax Time.”

We thank all applicants for their interest, however, only those selected for an interview will be contacted.