

RESEARCH ASSISTANT – CONTRACT

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.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment supports (including effective policy and regulation) are available to all Canadians with low-incomes across the country.

THE OPPORTUNITY

Prosper Canada currently has 2 full-time, two-month contract openings for experienced and team oriented researchers.

Reporting to the Program Manager, the Research Assistant will work closely with our Research Officer to support the extraction and compilation of qualitative data for reports on the TD Financial Literacy Grant Fund. Co-founded with Prosper Canada in 2010, the TD Financial Literacy Grant Fund has awarded \$10.4 million in grants to 140 community organizations across Canada for community financial literacy education. Grants were awarded for innovation, research and development, and strategic program development in the area of community-based financial literacy.

SUMMARY OF RESPONSIBILITIES

- Extract and compile qualitative data in a research management tool
- Ensure accuracy in the collection and analysis of qualitative data from project reports of varying depth
- Work in a team to analyze the data extracted and create key findings and insights according to project specifications and deliver on time
- Participate in research team meetings to provide updates to the Program Manager
- Perform other related research duties as required.

EXPERIENCE AND QUALIFICATIONS

Required qualifications and experience:

- A Graduate degree or currently in a graduate degree, preferably in the Social Sciences
- Qualitative research and analysis work experience and skills
- Excellent organizational and time-management skills
- Excellent written and oral communication and interpersonal skills
- Ability to work well independently and within a team.

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

- Research or work experience with the following clients groups: people living on low incomes, newcomers to Canada, people living with a disability, and/or Aboriginal peoples.

COMPETENCIES

Required qualities and skills:

- Self-motivated with a high degree of personal initiative
- Highly collaborative and a strong team player, but able to work independently when needed
- Flexible and able to adapt to evolving circumstances and demands
- Strong problem solving skills
- Effective time management skills
- Excellent verbal and written communication skills.

APPLICATION DETAILS

Application deadline: July 03, 2015

Start date: July 13, 2015

Hours: Full-time (35 hours/week)

Duration: 8-12 weeks (to be determined based on availability)

Compensation: \$25/hour

Job location: 60 St. Clair Avenue E., Toronto

How to apply: Please email your cover letter and resume to Prosper Canada, info@prospercanada.org, subject line "Application for Research Assistant."

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