



# Community Social Planning Council

The Community Social Planning Council is a non-profit community organization that has been leading housing and homelessness, antipoverty and broader community development initiatives across Greater Victoria for more than 80 years. For more information visit [communitycouncil.ca](http://communitycouncil.ca).

**NOTE:** These positions are funded by the Canada Summer Jobs program. As such, eligible candidates must be between 15 and 30 years of age; a Canadian Citizen, permanent resident, or person with refugee protection; and legally entitled to work in Canada.

## **JOB POSTING: RESEARCH ASSISTANT/ADMINISTRATOR (4 positions)**

**Compensation:** \$20.00 per hour plus 4% in lieu of vacation time.

**Full-time Temporary Position:** Full-time (30 hours per week) to be worked during office hours Monday to Thursday, 9:00 am to 4:30 pm.

**Co-op Term:** Eight weeks to be worked in a consecutive period between May 2 and September 3 (240 hours of work)

**Location:** The Community Social Planning Council is currently working in a hybrid model. In-office hours will be determined in conversation with supervisor and/or Director of Finance and Operations. Employees must be in Victoria and able to attend occasional in-person meetings.

## **POSITION SUMMARY**

### **Minimum qualifications/requirements**

- Academic and/or work experience in a field related to community Social Planning Council work areas, including Economics, Public Health, Public Administration, Environmental Science, Business, Communications, Social Sciences, or others
- Experience with or knowledge of qualitative and quantitative research methods, including data analysis, participatory action research, and literature reviews

### **Responsibilities may include**

- Conduct literature reviews
- Collect and analyze data
- Design surveys
- Prepare interview questions
- Recruit and/or interview subjects
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Summarize interviews
- Manage and respond to project related email

216-852 FORT STREET, VICTORIA, BC V8W 1H8  
[www.CommunityCouncil.ca](http://www.CommunityCouncil.ca) | Tel: 250-383-6166 | [admin@CommunityCouncil.ca](mailto:admin@CommunityCouncil.ca)

We recognize and acknowledge the unceded territory of the Coast Salish peoples and thank the Nations for the opportunity to live and work within their traditional territories.

- Prepare and regularly review website materials with the Communications Manager
- Attend project and staff meetings
- Prepare blog articles, reports, presentations, or other materials using in-house templates

Other duties and responsibilities may be assigned by project leads or the Management Team.

**TO APPLY:**

Send your resume and a cover letter outlining your interest in this work to Shannon Whissell, Manager of Communications and Administration: [shannon@communitycouncil.ca](mailto:shannon@communitycouncil.ca)