



The Social Planning Council of Peel

"Promoting social justice and citizen participation in the community"

Summer Student Job Posting: Social Research Assistant

Social Planning Council of Peel (SPC Peel) is an independent, non-profit, charitable organization that promotes social justice by facilitating citizen participation in the identification of social issues and in the planning and implementation of collaborative actions to address those issues. SPCP is recruiting a summer student to fulfill the role of Social Research Assistant for a ten (10) week period between May 21st and July 27th, 2018. This is a full time (30 hours per week) position funded by Employment and Social Development Canada's Canada Summer Jobs Program. **Applicant must be:** registered as a full time student in the previous academic year intending to return to school on a full time basis in the next academic year; between 15 and 30 years of age at the start of employment; a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred; and be legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Salary: \$14.00 per hour

Level of Education:

- Some College/Tech Training or University

Responsibilities:

- To provide research support to the SPCP.
- Conduct literature reviews.
- Compile research findings and assist Researchers in analysis of research findings and preparation of reports.
- Organize reference materials, visual aids and other materials as required by the SPC for workshops/lectures.
- Assist in research project administration (e.g., filing, photo copying, faxing, mailing, etc.).
- Attend agency meetings/conferences.
- Support some community outreach work of SPCP.

The ideal candidate possesses these qualities:

- Computer skills: Microsoft Word, Excel, Powerpoint
- Effective oral & written communication skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Creative thinker
- Reliable, excellent people skills and able to multi-task

Please send resume and covering letter, by **email, no later than 5:00 p.m. on May 11th** to:

Human Resources, Social Planning Council of Peel
1515 Matheson Blvd. E. #215B.
Mississauga, ON L4W 2P5
Email: recruitment@spcpeel.com