



The Social Planning Council of Peel

"Promoting social justice and citizen participation in the community"

Canada Summer Jobs Program: Social Policy Researcher Position

The Social Planning Council of Peel (SPCP) is a registered non-profit (or not-for-profit) organization that works to ensure social justice and a higher quality of life for all people in Peel Region. More specifically, the SPC of Peel's participation in cultivating an inclusive and prosperous Peel Region includes research, the development of other non-profit organizations, and the creation of programs that address community or regional needs. The SPC of Peel is 54 years old, and its services are essential in the socioeconomic landscape of the 21st century.

SPCP is recruiting a summer student to fulfill the role of Social Policy Researcher for an eight (8) week period. This is a full time (35 hours per week) position funded by the Employment and Social Development Canada's Canada Summer Jobs Program.

Applicant must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International participants are not eligible. Recent immigrants are eligible if they are Canadian citizens or permanent residents.

Responsibilities:

- 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 SPCP for workshops/lectures.
- Assist in research project administration.
- Attend agency meetings/conferences.
- Support some community outreach work of the SPCP.

Qualifications:

- Some College/Tech Training or University
- 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

Salary: \$14.00 hourly for 35 hours per week

How to Apply:

If you are interested in the above opportunity, please send your resume and cover letter to recruitment@spcpeel.com. We will be accepting applications until the position is filled.

We thank all applicants for their interest in the Social Planning Council of Peel, but we will only contact those selected for consideration.