

Position: **Research Assistant**  
Type: Temporary contract until September 2, 2022  
Hours of Work: 37.5 hours/week  
Hourly Wage: \$17/hour  
Location: Remote, in Volunteer Alberta's downtown office, or hybrid model

### Organization

Do you want to work in an upbeat and vibrant organization focused on strengthening and creating pathways for volunteerism and civic engagement? Are you interested in developing innovative and creative ways of engaging, connecting and empowering communities across Alberta by providing services, sharing knowledge, and making connections?

### Our values are:

Collaboration. Integrity. Learning. Responsiveness. Adaptability. Asset-based Approach.

Our collaborative principles inform how we work together and embody our values:

We are open by default. We check our assumptions. We are curious and don't judge. We practice active, empathetic listening. We are in service of each other.

If your values and principles align with ours, we invite you to submit an application to help Volunteer Alberta build strength and capacity in Alberta's nonprofit/voluntary sector.

Volunteer Alberta is committed to achieving a diverse and inclusive workforce and strongly encourages applications from diverse candidates. We appreciate your interest in Volunteer Alberta; only those who are selected for interviews will be contacted.

### Role

The Research Assistant-CSJ role is primarily responsible for helping to complete research deliverables in support of various programs. This includes collecting and reviewing data, supporting analysis; developing, conducting, and analyzing surveys; conducting community-based research, interviews and focus groups; completing literature review and environmental scans; supporting the digitization project and database clean ups; and liaising with nonprofit stakeholders across Alberta. This position supports customer service, resource development, and evaluation as well as associated Volunteer Alberta learning products and resources. This role also liaises with stakeholders and works with other staff to help identify trends, finds practical and timely solutions to manage issues/concerns from service providers and participants.

### Duties and Responsibilities

- Conduct secondary research, including literature reviews and environmental scans, to support program deliverables and emerging work



Empire Building - Suite 609  
10080 Jasper Ave  
Edmonton AB T5J 1V9

**P** 780 482 3300  
**TF** 1 877 915 6336  
**F** 780 482 3310

 @VolunteerAB  
[volunteeralberta.ab.ca](http://volunteeralberta.ab.ca)

- Conduct interviews and focus groups to support Intersectionality program, seniors digital toolkit, volunteer screening, etc.
- Identify current content experts in areas related to intersectionality and senior engagement
- Work with the Senior Coordinator, Learning and Resources to analyze the research completed by CSL students in 2022
- Create graphics and written material to support the knowledge mobilization of VA learning products
- Propose knowledge mobilization tactics to the Manager, Learning and Resources for the learning products produced through the research
- Improve quality of Volunteer Screening Program data - update and clean up the VSP database review old application files and create a database of VSC fee waiver application data.
- Work with the Senior Coordinator, Learning and Resources to design, disseminate and analyze surveys, support focus groups
- Support the development of content for Volunteer Alberta's newsletter and/or blog
- Support VA evaluation by sourcing and uploading quarterly program data
- Use Volunteer Alberta's project management platform to coordinate and track progress

### Required Qualifications

- *Must meet all of the following requirements (CSJ funding):*
  - Be between 15 and 30 years of age at the start of the employment;
  - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
  - Have a valid Social Insurance Number at the start of employment; and
  - Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Minimum two years of related experience in an office setting, preferably in a research role (education equivalent will be considered)
- Facility with research and ability to interpret data and analytics
- Excellent verbal and written communication skills, interpersonal and public relations skills, excellent telephone etiquette
- Intermediate to advanced computer skills with MS Office Suite
- Experience in customer focused service
- High level of organization skills
- Comfortable with online registration systems and databases
- Ability to learn and use new learning technology platforms
- High degree of accuracy and the ability to maintain confidentiality and discretion
- Work and/or volunteer in a nonprofit/voluntary sector organization



Empire Building - Suite 609  
10080 Jasper Ave  
Edmonton AB T5J 1V9

**P** 780 482 3300  
**TF** 1 877 915 6336  
**F** 780 482 3310

 @VolunteerAB  
[volunteeralberta.ab.ca](http://volunteeralberta.ab.ca)

### Condition of Employment

This is a position dependent on government funding. The contract will be terminated if funding is ended before the end of the contract period.

### Application Deadline

This position will remain vacant until suitable candidate is found

Please email your resume and cover letter to [hr@volunteeralberta.ab.ca](mailto:hr@volunteeralberta.ab.ca) with the subject line: Research Assistant. Please state in the cover letter how you heard about the position.

Volunteer Alberta is not responsible for any moving/relocation expenses, should the successful candidate not live in the local area.



Empire Building - Suite 609  
10080 Jasper Ave  
Edmonton AB T5J 1V9

**P** 780 482 3300  
**TF** 1 877 915 6336  
**F** 780 482 3310

 @VolunteerAB  
[volunteeralberta.ab.ca](http://volunteeralberta.ab.ca)