

SOCIAL PLANNING TORONTO

RESEARCHER & POLICY ANALYST POSITION

Social Planning Toronto is a non-profit community organization committed to independent social planning at the local and city-wide levels. We work to improve the quality of life for all people in Toronto through community capacity building, community education and advocacy, policy research and analysis, and social reporting.

Social Planning Toronto is looking for a permanent full time researcher & policy analyst (35 hours per week).

The general responsibilities of the position are to conduct community-based, action-oriented research on a variety of social issues. This research supports and promotes community mobilization on social issues. Other responsibilities include analyzing public policy as it affects Toronto, and develop social reports in order to inform policy positions and strategies on major social issues affecting Toronto and its local communities.

The policy work of SPT involves the analysis, synthesis, and interpretation of government policy and legislation, particularly at the municipal level. This position requires a candidate who can provide research and analysis for SPT's public education/human development policy portfolio.

Key skills required:

- Strong writing skills and effective communication skills, including the ability to produce clear language reports
- Research and analytical skills
- Data analysis skills
- Excellent interpersonal skills, and the ability to work with diverse communities

Qualifications required:

- Graduate degree or equivalent experience in education/human development field
- At least 3 years experience as a researcher
- Experience with both primary and secondary research
- Experience designing and implementing quantitative and qualitative research projects, including survey and questionnaire design; focus group design, in a community-based setting
- Ability to work independently and as part of a team
- Experience working under pressure and to deadline
- Some familiarity with the roles and functions of the different orders of government
- Experience with community-based research
- Awareness of and commitment to equity issues
- Understanding of the non-profit sector
- Knowledge and experience with standard statistical and/or qualitative research software (such as SPSS, SAS, NVivo)
- A command of a second or third language would be an asset
- Public education policy experience would be an asset

- Experience using mapping software (such as ArcGIS) and conducting spatial analysis would be an asset

SPT is committed to employment equity, and welcomes applicants from the full diversity of the community.

The successful candidate will become a CUPE 1777 member.

Salary range \$44,655 to \$61,204 plus benefits.

Interested candidates are asked to submit a resume and covering letter outlining how they meet the above criteria.

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The deadline for applications is Tuesday, October 13, 2015 at 5:00 p.m.