



Social Research Assistant

ORGANISATION OVERVIEW

Scarborough Food Security Initiative (Feed Scarborough) is a community driven and led charity in South Scarborough focused on Food Insecurity and Poverty in the region. Born out of the 2020 pandemic, Feed Scarborough has three levels of approach to Food Insecurity. The “Urgent Need approach (We run 6 Food Banks, Mobile Soup Kitchens, Farmers Market and Covid Vaccine awareness Programmes), The “Long Term Sustainable” approach (We run business incubation programme for our clients, Culinary and Hospitality training programme for Youth, Community Gardens and training on growing sustainable food), The “Systemic” approach (We realize that we can never solve the food insecurity problem without significant policy change. Food is a Human Right in Canada, and we need our governments to uphold the commitment that Canada made over 50 years ago. Currently we serve over 7500 community members every week through our programmes.

ROLE OVERVIEW

The Social Research Assistant at Feed Scarborough plays a crucial role in advancing the organization's mission of achieving food security and reducing poverty in the community. Tasked with conducting research initiatives, particularly focusing on surveys administered to food bank clients, the role encompasses various responsibilities aimed at informed decision-making and program development. The Research Assistant is expected to contribute to the identification of community needs, support long-term impact programs, and collaborate with the research team for effective and data-driven interventions.

Position Responsibilities:

- Support the development and implementation of outreach and engagement strategies to connect with community-based and grassroots organizations working in food security and poverty reduction
- Research and maintain an organized database of organizations, stakeholders, and partners, including accurate contact and engagement records
- Assist in preparing presentations, reports, and communication materials to effectively share program goals, research insights, and opportunities for collaboration
- Conduct outreach through email, phone, and virtual platforms to build relationships, share information, and encourage participation in initiatives
- Design and administer surveys, interviews, and other data collection tools while ensuring ethical standards, confidentiality, and respect for participants
- Collect, manage, and analyze quantitative and qualitative data using appropriate research methodologies and tools to generate actionable insights
- Identify community needs, service gaps, and emerging trends related to food insecurity and social challenges



- Contribute to research projects evaluating program effectiveness, impact, and sustainability
- Support the documentation of engagement activities, follow-ups, and outcomes using centralized tracking systems
- Assist in compiling success stories, case studies, and impact data for reporting, communications, and stakeholder engagement
- Collaborate with team members to inform strategic planning, program development, and continuous improvement efforts
- Contribute to fostering an inclusive, collaborative environment that supports knowledge sharing and community engagement
- Perform additional duties and special projects as assigned to support organizational goals

KEY SUCCESS FACTORS

- Research Methodology Proficiency
- Strong Data Analysis Skills
- Effective Communication
- Community Sensitivity
- Team Collaboration
- Ethical Standards Adherence
- Problem-Solving Ability
- Time Management
- Data analysis and evaluation skills
- Adaptability and innovative thinking
- Leadership and team management capabilities
- High school diploma or equivalent education required
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- ***This is a part of Canada Summer Jobs programme, so you will need to be between the ages of 15yrs – 30 years, and be a citizen or permanent resident or refugee claimant in Canada.***

Application Deadline: As Soon As Possible

Job Types: 8 weeks

Salary: \$17.60 per hour

Schedule:

- 7 hours per day (35 hours per week)
- Typically Monday to Friday (9am – 4:30pm) – Some Weekends and evenings might be required)
- **Work Location: 772 Warden Ave., Scarborough, ON, M1L 4T7 or 5210 Yonge St, North York, ON M2N 5P6**



Application Instructions:

We are excited to connect with you about the opportunity to join our team!

Please email your cover letter and resume to hr@feedscarborough.ca.

In the subject line, kindly indicate the position you are applying for and your preferred cohort:

- Cohort 1: May – June
- Cohort 2: July – August

Example subject line:

Application – [Position Title] – Cohort 1 (May–June)