



**Youth & Innovation Project  
Research & Administrative Assistant**

**Application deadline: April 29, 2024**

Title: Research & Administrative Assistant  
Anticipated start date: June 3, 2024  
Duration: 9 months  
Position type: Full-time – 35 hours per week  
Compensation: \$25/hour  
Location: Waterloo, Ontario - Hybrid - Must work 1 day per week on University of Waterloo campus  
**To apply: Send a resume/CV and a short cover letter to Valentina Castillo Cifuentes, Research Manager at [youthimpact@uwaterloo.ca](mailto:youthimpact@uwaterloo.ca).**  
Website: [www.uwaterloo.ca/youthinn](http://www.uwaterloo.ca/youthinn)

**Funding pre-approval**

This role is funded by ECO Canada. To be eligible for this funding participants must:

- Be 30 years of age or younger.
- Be a post-secondary graduate.
- Hold Canadian citizenship, Canadian permanent residency status, or Canadian refugee status.

Please [apply for pre-approval](#) for this funding and let us know that you have done so and that you meet the funding criteria when submitting your application. For more information visit the [ECO Canada website](#).

**Responsibilities:**

Reporting to Valentina Castillo Cifuentes, Research Manager and Mariah Jolin, Administration and Research Coordinator at the Youth & Innovation Project (YouthInn), the Research and Administrative Assistant will be responsible for providing research support to the YouthInn team. Tasks will include conducting quantitative (descriptive and bivariate) data analysis of surveys, conducting and analyzing interviews with young people and community organizations, administering financial incentives to study participants, supporting research for YouthInn's book project, formatting citations and other miscellaneous research and administrative tasks as required. In addition, it is expected that the Research and Administrative Assistant will document all processes used to ensure activities can be repeated in future.

**Qualifications:**

- Bachelor's degree in a social sciences program with a research focus is required, Master's degree is an asset.

- Experience conducting quantitative (descriptive and bivariate) data analyses using statistical software (Stata, R or SPSS);
- Experience conducting interviews in an academic context;
- Experience using Nvivo to deductively and inductively code interviews;
- Experience creating graphs;
- Experience conducting academic research including literature reviews;
- Experience formatting citations using Chicago format;
- Intermediate computer skills (Microsoft Office [Word, Excel, Outlook, OneDrive], Acuity or similar scheduling software, Mendeley or similar citation software and Monday.com);
- Excellent attention to detail, organized and proven track record of accuracy;
- Ethical, responsible and trustworthy;
- Good communication skills with the ability to uphold YouthInn's values and contribute to a culture of empathy, respect and collaboration;
- Ability to prioritize multiple responsibilities and meet deadlines;
- Flexible, with the ability to take initiative and to work independently;
- Knowledge of and interest in youth engagement and/or youth employment is an asset; and
- TCPS2 certificate is an asset.

## **About us**

### **Mission**

The Youth & Innovation Project aims to understand and amplify the positive social, environmental and economic impact young people, 15 to 25 years old, have on organizations, communities and systems.

### **Goals**

- To conduct research on the positive social, environmental and economic impact young people, 15 to 25 years old, have on organizations, communities and systems.
- To use these research findings to inform youth-focused public policy, funding, programs and practices, as well as intergenerational collaboration in business, civil society and government.

### **Program areas**

- Social and environmental impact research: This research measures the social and environmental impact young people have through youth-led organizations, youth-led movements, youth service and volunteerism programs and aims to determine how best to amplify young people's impact.
- Economic impact research: This research measures the economic, social and environmental impact of young prospective and current employees on the organization they work in and aims to determine how best to amplify young people's impact.
- Knowledge dissemination: Using our evidence-based insights we advise civil society, government and business on the design of policy, funding, programs and practices.

### **Values**

- We work to change systems, not just individuals.
- We work towards the implementation the United Nations Sustainable Development Goals.
- We work towards the implementation of the Truth and Reconciliation Commission's Calls to Action.
- We engage young people in our work as equal and active contributors. This means that young people benefit from our work, including being financially compensated a living wage and that we work closely with our [Youth Advisory Council](#) at every stage of our projects.
- We ensure our research is rigorous and results in peer-reviewed outputs.
- We ensure our research is accessible to those who can put our findings into practice.
- We ensure a diversity of experiences and backgrounds are centered in our work.
- We recognize the importance of lived experience.
- We provide support, both financial and process-based, to enable full participation for those experiencing barriers.
- We recognize our own biases and challenge them.
- We acknowledge the ways in which power and privilege impact our work and spaces our work takes place in. We actively work to address power imbalances.
- We ensure our workplace prioritizes the health and well-being of our team.
- We are part of the University of Waterloo community and adhere to the [values and policies of the university](#).

### **Equity statement**

The University of Waterloo is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview or workplace accommodation requests, please contact [youthimpact@uwaterloo.ca](mailto:youthimpact@uwaterloo.ca).