



MAKING THE SHIFT^{INC}
youth homelessness social innovation lab

JOB TITLE: Research Services Officer, Making the Shift

TYPE OF POSITION: Contract – annual contract with opportunity for renewal for up to five years

HOURS OF WORK: Full-time (35 hours/week)

SALARY: Salary commensurate with experience

[Making the Shift](#) (MtS) is a social innovation lab that funds, conducts, prototypes, and mobilizes cutting-edge research to prevent and end youth homelessness in Canada. Our goal is to shift from an emergency response to a prevention focus.

Co-led by the Canadian Observatory on Homelessness (COH) and A Way Home Canada (AWH), MtS is funded by the Government of Canada's [Networks of Centres of Excellence \(NCE\) program](#). The lab is designed to transform how we respond to the challenge of youth homelessness, from a focus on emergency services to a more comprehensive response that embraces prevention.

ABOUT THE ROLE

The Research Services Officer reports directly to the Managing Director and supports the Scientific Director and the Partnership and Implementation Director in planning and executing efficient, effective, equitable, and transparent calls for funding, according to the [Making the Shift Research agenda](#).

The successful candidate will liaise with a variety of stakeholders, including national funding organizations, regional and national partner organizations, government representatives and public servants, faculty and staff at York University, as well as people with lived experience of homelessness.

We are looking for an individual who is passionate about research, skilled at administering funding competitions, and who is equity-minded to join our team and help us prevent and end youth homelessness in Canada.

JOB DUTIES

Implementing Calls for Proposals

- Under the direction of the Managing Director, execute all aspects of targeted and open calls for proposals, including preparing planning documents, drafting communications, preparing applicant materials, and coordinating review sessions

- Recruit, train, and support peer reviewers
- Propose and draft funding-related policies and procedures in accordance with the Making the Shift Funding Strategy
- Troubleshoot technical and logistical issues related to funding processes

Monitoring Funded Research Projects

- Establish and nurture relationships with researchers, community partners, and other stakeholders involved in funded research projects
- Proactively monitor the progress of funded research projects
- Update and manage project monitoring documentation
- Identify and propose knowledge mobilization opportunities based on lessons learned from funded research projects

Communicating with Project Stakeholders and Board Members

- Prepare timely, accurate, and user-friendly funding related communications for current and prospective funding recipients
- Be the first point of contact for funding-related enquiries (e.g., eligibility criteria, timelines, and application details)
- Compile and manage a database of frequently asked questions related to funding
- Prepare focused, accurate, and timely communications (e.g., project summaries, backgrounders, etc.) for a variety of audiences, including MtS Board Members, senior leadership, and government stakeholders

Providing Logistical Support to the Research Management Committee

- Schedule and coordinate quarterly committee meetings or as requested
- Work with the Scientific Director and Managing Director to prepare focused and action-oriented meeting agendas
- Take accurate and succinct meeting minutes
- Ensure that the committee is operating in accordance with Committee Terms of Reference, MtS Bylaws, and Network of Centres of Excellence (NCE) policies

Other Duties

- Positively represent MtS in public venues, such as meetings, conferences, presentations.
- Carry out other responsibilities as assigned by the Managing Director

QUALIFICATIONS

Required Skills

- Possesses a keen eye for detail, with a knack for planning and managing complex projects from beginning to end
- A self-starter, willing to take initiative, propose solutions, and take ownership of project deliverables
- A strong communicator, who is adept at distilling complex information into plain language materials that are user-friendly for a variety of audiences
- Organized, process-oriented, and skilled at managing several complex projects simultaneously

Technical Skills

- Excellent proficiency in Microsoft Office, including Word, PowerPoint, Excel, and Outlook
- Skilled at learning new software as required

Education

- An advanced degree (e.g., Masters or PhD level) in a related field of study or equivalent life and professional experience

Experience

- An understanding of the unique needs of the academic research community
- Familiarity with or a keen interest in issues related to youth homelessness prevention
- 3+ years' experience managing, administering, and/or monitoring a complex funding portfolio, ideally within a not-for-profit environment
- A demonstrated track record in planning and executing open and targeted calls for proposals
- Familiarity with tri-council ([The Canadian Institutes of Health Research](#) (CIHR), the [Natural Sciences and Engineering Research Council of Canada](#) (NSERC), and the [Social Sciences and Humanities Research Council of Canada](#) (SSHRC) funding guidelines, policies, and procedures.

Making the Shift encourages applications from persons with lived experience of homelessness, as well as Indigenous and racialized peoples in Canada.

APPLICATION PROCESS

Your complete application package must include a cover letter and resume. Email full package to makingtheshift@yorku.ca and quote "Research Services Officer" in the subject line.

Posted on: November 25, 2020 **Closing Date:** Until position is filled

Only candidates who are selected for an interview will be contacted. All qualified candidates are encouraged to apply; however, Canadian citizens, permanent residents and Indigenous peoples in Canada will be given priority. We are committed to Employment Equity and Diversity and encourage applications from all qualified candidates.