

Job Title: International Development and Assistance Researcher (Canada Summer Jobs)

Location: Toronto (Hybrid)

Work Period: 3-4 months (contingent on funding)

Hours: 37.5

Pay: \$22.00

Deadline: May 6th 2024

About Rooftops Canada:

Rooftops Canada-Abri International (RC-AI), the international development program of Canadian co-op and social housing organizations, with 40 years experience and partnerships with organizations in the global south. It has assisted partners influence policy and develop highly innovative practices related to housing development, management, and finance; local economic development; linking urban food security, urban agriculture, and housing spaces; while consistently mainstreaming gender equality, human rights and participatory governance.

Rooftops Canada's current project, Women's Spaces Project (WSP) is contributing to the enhanced implementation of women's equitable rights to and control over land, housing, and livelihoods in urban environments in Angola, Kenya, South Africa, and Uganda. WSP also contributes to poverty reduction and deliver meaningful change to poor and vulnerable women and girls living in urban and peri-urban informal settlements. The project is implemented by Rooftops partners within their countries. This project is directly aligned both with Canada's Agenda 2030 commitments and its Feminist International Assistance Policy (FIAP).

Summary of the position:

The International Development and Assistance Researcher (Canada Summer Jobs) will support the Senior Project Officer I executing various tasks related to project management and research activities within Rooftops Canada. The role will place a crucial role in ensuring the successful implementation of projects and contribute to the organization's overall research initiatives.

Key Responsibilities:

Project Support:

1. Assist in the planning, coordination, and execution of projects.
2. Monitor project timelines and deliverables.

3. Contribute to the development of project reports, meeting minutes, communication materials, and any other document.
4. Maintain accurate and up-to-date project documentation.
5. Collaborate with internal teams to facilitate effective project implementation.
6. Attend meetings, workshops, and conferences as required.

Research:

1. Conduct research on different implementation aspects of projects within the organization.
2. Gather relevant information for research projects.
3. Assist in data collection, analysis, and interpretation.
4. Prepare research summaries and contribute to the creation of research reports.

Qualifications:

1. A degree or currently pursuing a degree in a relevant field (e.g., international development, project management, social sciences).
2. Strong organizational and project management skills.
3. Excellent research and analytical abilities.
4. Proficient in Microsoft Word, PowerPoint, Excel, and other relevant software.
5. Strong written and verbal communication skills.
6. Ability to communicate effectively with diverse stakeholders.
7. Ability to work collaboratively in a team environment.
8. Demonstrated ability to take initiative and work independently
9. Passion for International Development: A genuine interest in international development and social justice.

How to Apply:

If you'd like to join our team, please send in a cover letter and resume to jobs@rooftops.ca with "International Development and Assistance Researcher (Canada Summer Jobs)" in the subject line.

Rooftops Canada is committed to the principle of equal opportunity and does not discriminate based on race, national or ethnic background, religion, age, gender identity, sexual orientation, family status, or disability. We encourage candidates from underserved or historically marginalized groups to apply. If you face barriers related to your intersectional identities and want to inquire about individualized application support, please contact us at info@rooftops.ca.

The deadline for application is Monday May 6th. We thank all applications for their interest. Only those selected for an interview will be contacted.