

Job Title

research support officer

Tasks and Responsibilities

The research support officer will use writing, communication and technology skills to locate and post resources online in areas of anti-poverty and basic income. Resources will be compiled, sorted and posted to our local website and social media platforms and shared with local committee and networks as needed. This position will also assist in providing front office and administrative support (greeting public, answering external calls, etc.), as needed.

The primary duties of this position, in cooperation with a senior staff person on a regular basis, include: conducting research into multiple topics including anti-racism, anti-poverty and diversity or inclusion policies or initiatives, concentrating on Canadian sources; compiling, summarizing and presenting data for distribution online and on social media; assisting with surveying and data collection from community sector organizations; and administrative support (telephone, filing, editing) and other duties as required.

Job Title

administrative support officer

Tasks and Responsibilities

The administrative support officer will use writing, communication and technology skills to locate, archive and preserve the history of our organization and its programs through the digitization and cataloguing of papers, reports, newsletters, photographs and other materials. Resources will be compiled, sorted and digitized to our local servers for use on our website and social media platforms to be shared with local committee and networks as needed.

This position will also assist in collecting/updating community sector organizational information in our database as well as providing front office and administrative support (greeting public, answering external calls, etc.), as needed. The primary duties of this position, in cooperation with a senior staff person on a regular basis, include: compiling, summarizing and presenting historical information for digital record-keeping, distribution online and on social media; assisting with data collection from community sector organizations; and administrative support (telephone, filing, editing) and other duties as required.