



## **The Parkdale Neighbourhood Land Trust**

### **Research Coordinator**

### **(Temporary Contract)**

#### **SUMMARY:**

The Parkdale Neighbourhood Land Trust (PNLT) seeks a temporary Research Coordinator to implement a four-month research project on rooming house retention, renewal and/or development in Parkdale. This project is being undertaken in collaboration with community partner Working For Change and private sector partner John van Nostrand Development (JVND).

The Parkdale Neighbourhood Land Trust (PNLT) is a community based non-profit organization that aims to preserve the affordability and diversity of Parkdale by redefining how land is owned and developed. PNLT is exploring how the Community Land Trust (CLT) model can be utilized as platform to retain and develop affordable housing, including rooming houses.

The Research Coordinator will report to PNLT staff. Working closely with and under the direction of the PNLT's Development Coordinator, the Research Coordinator position will be responsible for implementing a community based research project. Tasks will include project administration, coordination of CBR's, analysis of research findings and the drafting of the final research report. The ideal candidate will have prior experience in both traditional and community based research, strong administrative skills, high proficiency in report drafting and prior knowledge of the challenges of affordable housing preservation and development in Toronto. They too must have a strong commitment to neighbourhood inclusiveness and social equity.

#### **TERM:**

Fifteen (15) week contract (September 15<sup>th</sup> 2016 - December 22<sup>nd</sup> 2016).

#### **HOURS:**

28 hours per week

#### **COMPENSATION:**

\$23h

#### **RESPONSIBILITIES:**

The Research Coordinator will be responsible for project administration, coordination of Community Based Research (CBR) team, primary and secondary research, research finding analysis and report drafting.

Responsibilities will include:

##### **1. Project Coordination**

- Coordinate implementation of research project based on work plan
- Schedule and coordinate monthly meetings of project steering committee
- Report on progress of the research project at monthly steering committee meetings
- Coordinate student intern(s) to support research project (data entry, secondary research, etc.)
- Coordinate with PNLT staff to plan Design Workshop
- Coordinate videographer to produce advocacy video



## **2. Coordination of Community Based Research Activities (Coordinated with Working For Change)**

- Work with Working For Change to implement:
  - Focus groups with rooming house owners and non-profit rooming house operators
  - Door-to-door survey process
  - Training of CBR's
  - Coordinate CBR team to undertake door-to-door survey of rooming houses in Parkdale
  - Analyze survey findings

## **3. Research & Reporting**

- Support JVND in the development of a Literature Review
- Gather and analyze data and findings
- Write draft research report to include:
  - A Profile of existing rooming houses and bachelorettes, and recent trends
  - Loss of rooming houses and bachelorettes: Risk Factors
  - Retention/ and Renewal of rooming houses and bachelorettes
  - Replacement/Provision of rooming houses and bachelorettes
  - Policy and Program Options

### **QUALIFICATIONS:**

- Post-secondary education in social services, urban planning, policy and research, or in a related field or equivalent work-experience preferred;
- Experience with community-based research and/or community development and engagement
- Experience managing multi-partner research projects
- Excellent written and verbal communication skills
- Strong research and analytical skills
- Familiarity with community development programs and/or social services for low income individuals and families is an asset
- Knowledge of rooming house provision in Toronto is an asset
- Knowledge of a Community Land Trust model is an asset
- Experience in the Parkdale neighbourhood is an asset

**DEADLINE FOR SUBMISSIONS:** September 06 2016

**TO APPLY:** Please submit a cover letter and a resume in one PDF, with "Research Coordinator" in the subject line, to.

**Attention: Joshua Barndt**  
**Development Coordinator**  
**Parkdale Neighbourhood Land Trust**  
**1499 Queen Street West Toronto, ON M6R 1A3**  
**Email: [joshubarndt@pnlt.ca](mailto:joshubarndt@pnlt.ca)**

**No phone calls please.** The interview will take place in the week of September 12<sup>th</sup> 2016.