



Research Interviewer – Canada Summer Jobs

30 hours per week for 12-week term

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional, and reputable environment that does meaningful work in Calgary.

Inn from the Cold (the Inn) is housing-focused, our mission is to offer shelter, housing, and coordinated supports to help children and their families achieve independence. We need passionate, high-performing, and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

Position Summary

This role is a 30 hour/week - 12 week term. Under the supervision of the Manager, Reporting & Evaluation, the Research Interviewer will conduct research interviews to support the continuous development and refinement of programming solutions best suited to support the families that we serve. Their primary focus will be on contacting former clients to assess the impact of our programming to help enhance and inform the quality of programs offered by the Inn.

Data, Research, and Evaluation (DRE) Team

DRE's main objective is to ensure that staff, decision-makers, funders, and donors have access to accurate and timely information. DRE supports the Inn's data, information, and programming needs through data management, reporting, analysis as well as research and evaluation.

Primary Duties and Responsibilities

- Conduct research interviews by phone with former clients to assess the impact of our programming
- Enter the gathered data into database system
- Produce short summary reports
- Provide feedback about the survey process
- Support other evaluation and research initiatives

Qualifications – Education & Experience:

- Post-secondary education in human services field preferred
- Interviewing experience required
- Research experience an asset
- Experience working within non-profit sector and with vulnerable populations an asset
- Dedication to Inn from the Cold's mission and appreciation for the environment

Inn from the Cold

#106, 110 - 11 Avenue SE, Calgary, AB T2G 0X5 Canada P. 403-263-8384 InnFromTheCold.org

Helping families, help themselves



Qualifications – Skills:

- Excellent interpersonal skills and ability to work in a team environment
- Demonstrated ability to prioritize work, and independently manage multiple, diverse, and competing priorities while meeting deadlines
- Strong project management and problem-solving skills and demonstrated ability to work in a demanding environment
- Ability to maintain confidentiality and work with sensitive information
- Proficiency in Microsoft Office suite

Eligibility Requirements for Canada Summer Jobs

Please do not apply if all these conditions are not

- Be between 18 and 30 years of age
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Not a member of the Immediate Family of the Employer or a member of the Immediate Family of an officer or director of the Employer
- International students are not eligible participants.
- For more information about Canada Summer Jobs: <https://www.jobbank.gc.ca/youth>

Mission & Values

At Inn from the Cold (IFTC), our mission is to offer shelter, housing, and coordinated supports to assist children and their families achieve independence.

Compassionate	We demonstrate kindness, caring, and a genuine motivation to help
Respectful	We hold ourselves and other in high regard and demonstrate this through our attitudes and behaviors
Courageous	We are brave and bold and stand strong in our representation for families
Accountable	We do what we say and conduct ourselves with integrity and openness
Inclusive	We value the rich diversity of people and the right of all to participate fully, without fear or discrimination
Innovative	We strive to achieve positive and impactful change by building knowledge, pursuing new ideas, collaborating with others, and learning from our efforts

Inn from the Cold

#106, 110 - 11 Avenue SE, Calgary, AB T2G 0X5 Canada P. 403-263-8384 InnFromTheCold.org

Helping families, help themselves



Diversity Statement

Inn from the Cold is committed to building and fostering a safe and inclusive workplace that values diversity and provides opportunities for all employees to thrive. IFTC will make every effort to recruit qualified staff to fulfill its vision, mission and values, and who reflect the diversity of clients it serves.

Application details:

- Due date: May 10, 2022
- Please include a resume and cover letter in your application.

Please note:

Subject to reasonable accommodation, this position will require the successful candidate to show proof of a vaccination.

The successful candidate will obtain a satisfactory criminal record check and/or Vulnerable Sector Search. Additionally, all employees have an ongoing duty to disclose any charges or convictions that may occur during their employment with Inn from the Cold.

Inn from the Cold

#106, 110 - 11 Avenue SE, Calgary, AB T2G 0X5 Canada P. 403-263-8384 InnFromTheCold.org

Helping families, help themselves