



Transforming the Field
Education Landscape

Habitus is recruiting a temporary **Research Assistant** to support research in the field of mental health and substance use. This is a short term contract to July 1, 2020, with a possibility for extension. This position reports to the Partners and Research Associates with additional requirements to be identified by TFEL. The position is a partnered research initiative offered by Habitus and TFEL.

This position does not have a guaranteed number of hours but will average around 20 hours a week. The individual will need to be available during core working hours Monday - Friday, 9:00-5:00. Some weekend and evening work may also be required.

TASKS	SKILLS
<ul style="list-style-type: none">• Support and conduct primary and secondary research in mental health and substance use• Create reports and presentations• Develop communication pieces on research findings (e.g., project briefs, blog posts)• Schedule and facilitate meetings• Liaise with Committee Members• Prepare meeting agendas and take accurate minutes• Supervise data collection across Edmonton, Lethbridge, and Calgary• Data entry• Organizing and cleaning data• Participate in TFEL meetings	<ul style="list-style-type: none">• Highly organized• Highly proficient in Microsoft Office, including Word, Excel, Teams and PowerPoint• Accuracy and attention to detail• Ability to show initiative and work independently• Strong interpersonal skills for collaborating effectively with others• Ability to meet deadlines, and manage multiple, competing priorities• Strong interviewing and writing skills• Qualitative/Quantitative research methods• Knowledge of SurveyMonkey is an asset

QUALIFICATIONS

- Undergraduate degree with strong applied experience in research, or
- Progress towards (or completion of) a Master's Degree in Public Health, Social Work, Addictions Studies, or Social Sciences
- Registered post-secondary student applicants are preferred
- Experience in the social services sector is an asset

Equity is a core principle at Habitus. We are committed to equity through our hiring and employment practices as well as in how we approach our projects. We believe deeply in and



actively engage in Anti-racism, Reconciliation, and Multiculturalism work. We value the diverse histories, identities, and perspectives of our team members and clients and value lived experience as a form of expertise. Persons from traditionally marginalized communities are encouraged to apply.

To apply, submit your resume and cover letter to info@habituscollective.ca by 5PM on Friday, February 26.

In responding to this request, please consider why you think research is important, the value of harm reduction, and how your past work history can support the project.