

JOB POSTING

RESEARCH ANALYST

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low income and experiencing food insecurity. Daily Bread distributes fresh and shelf stable food, and fresh-cooked meals to 126 member agencies and 189 food programs across Toronto. Daily Bread also publishes the influential Who's Hungry report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

Daily Bread offers an inclusive and engaging workplace culture, a competitive salary and comprehensive **employer-paid** benefits package. The wages and benefits paid to Daily Bread Food Bank's full-time staff meet the requirements of the [Ontario Living Wage Network](#)

Job Title:	Research Analyst
Reporting to:	VP, Research and Advocacy
Salary:	68,191 -73,757 commensurate with experience
Terms:	35 hours a week / Permanent – Full-time; Some weekend, evening and holiday work may be required.
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7

GENERAL RESPONSIBILITIES

Daily Bread Food Bank's mission is to collaborate with all to eliminate food insecurity, and advocate for solutions to end poverty. As a key part of the Research & Advocacy team, you will play a vital role in conducting research to understand the upstream causes of food insecurity, assist in the development of materials for public education and engagement, and contribute to Daily Bread's broader work to spark meaningful social and policy change.

RESPONSIBILITIES

- Coordinate and conduct research, including the annual Who's Hungry research initiative. Duties include, but are not limited to: developing work plans, study designs and data collection tools; coordinating research committee meetings; supporting research volunteers and data collection logistics; conducting surveys, interviews and/or focus groups; cleaning data and maintaining data integrity; analyzing and updating qualitative and quantitative datasets; drafting final reports and other communication products.
- Conduct literature reviews and analyze data from databases, including Statistics Canada and Daily Bread's client intake database, Link2Feed.

- Research, analyze and develop options and recommendations on topics relating to poverty reduction and access to food.
- Maintain and support awareness of government activities, including, but not limited to, proposed legislation, election platforms, and public consultations.
- Support the development of knowledge translation products to educate the public, organizational partners, and/or government officials on key issues relating to poverty and food insecurity. Support the development of advocacy campaigns and materials to engage Daily Bread stakeholders and the public on policy issues. Support government relations initiatives, including preparing materials for meetings with government officials.
- Act as a representative of Daily Bread at meetings with external stakeholders, including but not limited to community partners, government staff, and elected representatives.
- Contribute to writing grants to secure funding for departmental initiatives.
- Assist other Daily Bread departments with conducting research, as needed.
- Gather and package data to share with external partners, media, and the public.

The responsibilities here in represent the primary components of this role. However, the Research Analyst may be required to perform other tasks that may not be listed but are consistent with the general intent of this role.

INTERNAL/EXTERNAL RELATIONSHIPS

You will interact internally with Daily Bread staff on a regular basis, and volunteers, member agencies, and individual clients on a per project basis. Externally, contact is with a variety of people in academia, government, and other organizations as necessary.

EDUCATION/EXPERIENCE (OR EQUIVALENT)

- Post-secondary degree (graduate level preferred) or professional experience equivalency in applied research and policy analysis.
- Demonstrated ability to design and execute research projects that adhere to research best practices.
- Demonstrated proficiency in SPSS or equivalent statistical program.
- Experience in managing projects from inception to completion including developing timelines, sequencing tasks and identifying and mitigating risks.
- Ability to translate research findings into plain language products for multiple audiences.
- Experience working with large datasets is a strong asset.
- Experience working in a community-based research setting is an asset.
- Experience working with a volunteer workforce is an asset.

KEY COMPETENCIES

- Strong understanding of research best practices to ensure a high level of rigour and data integrity.
- Exceptional writing skills with the ability to make research accessible to readers of various backgrounds and interests.
- Strong political acuity and knowledge of social policy issues relating to poverty and food insecurity.
- Ability to work collaboratively and incorporate feedback from multiple stakeholders.
- Ability to analyze quantitative and qualitative data.
- Ability to oversee the work of volunteers, students, and other staff contributing to research projects.
- Demonstrated good judgment and the ability to maintain confidentiality.
- Good keyboarding skills and a working knowledge of Microsoft Office – Word, Excel, PowerPoint, and SPSS or equivalent statistical program (ability to use PowerBI is an asset).
- Ability to manage multiple project concurrently and work under tight deadlines.
- Strong motivation and commitment to continuous improvement.
- Organized, resourceful and detail oriented.

WORKING CONDITIONS

You work both in an office/warehouse environment and at home. You may occasionally be required to travel to offsite meetings and events in the City of Toronto.

How to Apply

To be considered, please submit a resume and cover letter for the role by **June 13th, 2022**, to Human Resources – hr@dailybread.ca. Interviews for the position will be conducted on a rolling basis.

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.

To support Daily Bread's mandatory Covid – 19 vaccination policy, candidates/employees being considered for employment are required to provide proof of vaccination as a condition of employment prior to their start date unless they have been provided with accommodation in accordance with the Human Rights Code.

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.