

MEAL EXCHANGE

JOB TITLE: Food Systems Research Analyst

ANTICIPATED START DATES: May 15 2018

LOCATION: Meal Exchange National Office. 401 Richmond St. West, Toronto.

Meal Exchange is looking for a passionate, motivated and organized student to join us as a Food Systems Research Analyst. This exciting position will support data collection and analysis for the Campus Food Report Card project and Student Food Insecurity studies.

About Meal Exchange:

Meal Exchange is a national registered charity that empowers post-secondary students to take an active role in improving their local food system. Through research, educational activities and connecting with campus and community stakeholders, our programs support post-secondary students to build more just and sustainable food systems on campuses and with local communities. Our vision is a country where everyone has access to affordable, healthy, sustainable and socially just food. Our national office, based in Toronto, provides support, resources and mentorship to students on 40 campuses across Canada.

Key Responsibilities:

The Research Analyst will be responsible for supporting program-related data analysis and knowledge translation activities. As a part of a small and passionate team, the Research Analyst will support Meal Exchange's ability to analyze quantitative and qualitative data from programs including the Campus Food Report Card and Student Food Insecurity Studies. The Campus Food Report Card is ranking 20 Ontario campuses based on sustainable, local, healthy, and accessible food. Student Food Insecurity studies examine rates and correlates of student food insecurity on Canadian campuses, and looks towards the development of sustainable and effective solutions.

Job Roles:

- Analyzes both quantitative and qualitative data from surveys
- Prepares final internal and external reports to share data and results with a variety of stakeholders and audiences, including campus administration, students, and parents.
- Develops and maintains quantitative data sets using Excel

Required Skills:

- Experience with research projects, including collecting, summarizing, analyzing and reporting of research results
- Understanding of quantitative and qualitative research methods
- Understanding of confidentiality and ethical requirements for research
- Proficiency in running statistical analyses (descriptive statistics) on data sets
- Proficiency in data analysis software (SPSS, Excel)
- Strong oral and written communications skills
- Highly organized, motivated and detail-oriented
- Able to work both independently and collaborate with others
- Excellent organizational skills
- Openness to new perspectives and desire to do solutions-focused work with a diverse group of stakeholders
- Knowledge of and passion for food systems and food security an asset

Hours:

- 37.5 hours/week for 12 weeks ***[exact hours dependent on Canada Summer Jobs Funding]***

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Wage:

- \$14.00/hour *[wage dependent on Canada Summer Jobs Funding]*

Please send a combined document of your Cover Letter and CV to summer@mealexchange.com with the subject **[Food Systems Research Analyst, First and Last Name]** by 5pm on April 20, 2018.

Funding for this position is available for students returning to campus in the fall of 2018, under the age of 30 and eligible to work in Canada.

Meal Exchange is committed to having a team that reflects the diversity of the issues and communities we work with. We welcome the wide range of experiences and viewpoints that researchers may bring, including those based on race, ethnicity, sexual orientation, gender identity and expression, ability, age and religion. We welcome both lived and academic experience, and encourage applicants to note this in their application. In our inclusive workplace, we work to assure everyone the right of equitable, fair, and respectful treatment.