



Job Title: Research Support Officer - Canada Summer Jobs

Organization: Scarborough Centre for Healthy Communities (SCHC)

Location: 629 Markham Rd Unit #2, Scarborough ON, M1H 2A4

Duration: 8 Weeks

Hours: 35 hours/week

Wage: \$20.00 per hour

Reporting To: Manager, Innovation, Research, and Business Development

Application Deadline: May 22, 2026

Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

Job Summary:

The Research Support Officer at the Scarborough Centre for Healthy Communities (SCHC) will provide comprehensive administrative and technical support to the research team. This role involves coordinating research activities, managing data, and ensuring compliance with regulatory requirements. The ideal candidate will possess strong organizational skills, attention to detail, and the ability to work collaboratively in a dynamic environment.

Key Responsibilities:

- Assist with the preparation and submission of research proposals, grant applications, and reports. Maintain accurate records and documentation of research activities.
- Collect, organize, and analyze research data. Ensure data integrity and confidentiality.
- Monitor and ensure adherence to ethical standards and regulatory requirements. Assist in the preparation of compliance documentation.
- Facilitate communication between research team members, external partners, and stakeholders. Schedule meetings, manage calendars, and coordinate logistics for research activities.
- Provide technical support for research tools and software. Assist with troubleshooting and resolving technical issues.



- Prepare and present research findings in various formats, including written reports, presentations, and publications.
- Support the training and development of research staff and students. Provide guidance on research methodologies and best practices.

Qualifications:

- **Education:** Bachelor's degree in a relevant field (e.g., science, business, or innovation management, sociology).
- **Experience:** Minimum of 2 years of experience in a research support role or related field.
- **Skills:**
 - Strong organizational and time management skills.
 - Excellent written and verbal communication skills.
 - Proficiency in research tools and software (e.g., SPSS, R, MINITAB).
 - Ability to work independently and as part of a team.
 - Attention to detail and accuracy.
- **Attributes:**
 - High level of integrity and professionalism.
 - Strong problem-solving abilities.
 - Adaptability and willingness to learn.

As this role is being funded by the Canada Summer Jobs program, the following are eligibility requirements:

- You are between 15 and 30 years of age at the start of the employment
- You are a Canadian citizen or permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act (foreign students are not eligible)
- You are legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- You 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

To Apply:



Please submit your resume and cover letter to recruitment@schcontario.ca by the application deadline. In your cover letter, please clearly indicate how you meet the eligibility requirements for the Canada Summer Jobs program and highlight any experience or skills.

This is an Existing Vacancy.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.

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