

Title: Community Impact Analyst

Social Venture Partners Waterloo Region is a philanthropic organization, but we do more than give away money.

We work with and connect a network of engaged community members with local charities, and these leaders invest their time, money, and professional expertise into local charities, helping them build their capacity over partnerships that last up to three years. We also support the broader charitable sector through skills-building programs like Perfect Pitch, SVP Teens, and our lunch workshop series. Although a small team, we get a lot done and are looking for an individual to join us this summer as we focus on some big changes.

POSITION OVERVIEW:

SVPWR is seeking a motivated individual for Summer 2023. This opportunity is funded in cooperation with the 2023 Canada Summer Grants Program. As such, the successful applicant must be aged between 15 and 30 and be legally entitled to work in Canada.

RESPONSIBILITIES:

SVP is looking for a Community Impact Analyst to examine and validate the accuracy of SVP's data to ensure that it produces meaningful information. Responsible for researching, analyzing, interpreting, and presenting data for each year and compiling a report to demonstrate the impact SVP is having on the community.

Impact Report

- Create an impact report template
- Collect and analyze data on SVP's impact on the charitable sector from 2020-2022
- Interview SVP Partners, and SVP Investees to collect qualitative data to be used in the Impact Report.
- Work with the Marketing and Communications Specialist to design an interactive impact report for the website and a printable version.

Develop a Welcome Package

- Collect and refine qualitative and quantitative data SVP's projects and programs that can be highlighted for new Partners and Investees
- Work with Marketing and Communications Specialist to create an interactive web page and a PDF that succinctly states SVP's Mission, Vision, Values, Strategic Goals and summarize how current programs fit in with overall strategic plans.

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What skills will the participant develop during this placement?

- Client service
- Teamwork
- Communication
- Digital skills

EDUCATION/KNOWLEDGE/EXPERIENCE:

Experience in Administration, Research, Communications, Data Analysis

Technical Competencies

- Excellent written and verbal communication skills
- Mathematics and statistics skills to work with the data and develop models.
- Ability to recognize patterns to find useful information in the data that's sometimes unstructured.
- Research, fact-checking and validation skills to ensure valid data sources and verify accuracy

Core Competencies

- Resourceful
- High Attention to detail
- Able to work in a team or independently.
- Able to organize, multitask, problem-solve, and remain flexible within a fast-paced and changing environment.
- Ability to distill large amounts of information into specific takeaways
- Inquisitive
- Organized
- Logical
- Reliable

Accountability

The Community Impact Analyst will report to the Director, Partnerships and Operations.

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Hours of Work

This position is a full-time, 288-hour contract position with an anticipated start date of May 29, 2023. Hours of work are generally 9:00 a.m. to 4:00 p.m., Monday to Thursday, with occasional evening events.

The student will be required to provide their own laptop or computer for this role.

Hourly Wage \$17.50

How to apply: Please send a resume with the subject line "Community Impact Analyst Role" to info@svpwr.org.

Deadline: May 10, 2023

Location: The role will be done primarily online, with the potential for a few days in the office on an as need basis (210-137 Glasgow St, Office # 5006, Kitchener ON, N2G 4X8).

SVP Waterloo Region is committed to providing an accessible, barrier-free recruitment and selection process. Accommodations will be available upon request for candidates taking part in all stages of the selection process.

Research shows that women and racialized candidates often only apply to positions when they feel 100% qualified. If you are interested in this role, but do not see yourself fully reflected in the posting requirements, we still encourage you to apply.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

