



Unit 1, 205 Torbay Road,
Markham, ON L3R 3W4,
Canada

(905) 946-8898 ext.3
info@onehubgrowth.com
www.onehubgrowth.org

OneHub Growth Organization

Position: Research Support Officer (Canada Summer Jobs)

Hours: 35 hours per week (8 weeks)

Total Hours: 280

Working Location: Unit 1, 205 Torbay Road, Markham, ON L3R 3W4, Canada

Anticipated Start Date: June 16, 2025

Remuneration: \$17.20/hour

About OneHub Growth

OneHub Growth is a non-profit organization focusing on community economic development as a public benefit. We use an equity lens to address the intersectionality of societal, cultural, and individual barriers faced by equity-deserving populations, empowering vulnerable groups to optimize their growth across their lifespan by achieving equal access to resources and opportunities from the social determinants of health perspective. Our four pillars include 1) community & cultural engagement programs, 2) career & skill development programs, 3) research & social services, and 4) public learning workshops & advocacy.

Qualifications

This job will be part of the Canada Summer Jobs Program. As per the requirements of the program, applicants (youth) hired need to meet the following criteria.

Please ensure you review the qualifications before applying:

- a. Be aged between 15 and 30 years old on the start date of the job;
- b. Have a valid Social Insurance Number (SIN); and
- c. Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

*International students and other temporary residents of Canada are not eligible.

What you'll get to do (Tasks & Responsibilities):

- Research on Canadian policies
- Inform the public about government policies and their implications through virtual presentations
- Explain eligibility and application procedures for different government programs
- Prepare presentation materials and facilitate virtual presentations
- Assist with presentation documentation, including workshop proposals, timeline, and contact notes
- Conduct client satisfaction surveys
- Attend reflection meetings with team members, mentors, and supervisors



Unit 1, 205 Torbay Road,
Markham, ON L3R 3W4,
Canada

(905) 946-8898 ext.3
info@onehubgrowth.com
www.onehubgrowth.org

- Hold meetings with team members to discuss the content of program flyers and infographics
- Assist with the other education programs

This role is a good fit for you if you are:

- Passionate and have a positive mindset
- Empathetic in helping communities and addressing social issues
- Able to work independently and be a team player
- Proficient in oral and written English
- Able to manage your time well and be detail-oriented
- Studying in a post-secondary program or holding the equivalent experience and/or knowledge; youth who have a background in social work, or law may be especially interested in this role

Join the OneHub Growth team and make a meaningful difference in the community.

If you are interested in this opportunity, please send your **resume and cover letter** in a single MS Word document or PDF to hr@onehubgrowth.org.

Please put the subject line as: Research Support Officer (Canada Summer Jobs)

Only candidates who are being considered for an interview will be contacted.

If you would like to learn more about other career opportunities, please visit our website at www.onehubgrowth.com/careers

Our people engage in culturally competent practices and are guided by our mission, vision, and values. At OneHub Growth, we are committed to fostering diversity and inclusivity in our workplace. We welcome applications from people of all backgrounds. We will enable you to strengthen your knowledge base and foster such soft skills as adaptability, communication, collaboration, creativity, and problem solving. We welcome you to share your talents and join us in cultivating a growth mindset.