



YWCA
Y DES FEMMES
MONTRÉAL

De nouvelles voies
pour les femmes
depuis 1875

VOLUNTEER CENTRE

POSITION : RESEARCH OFFICER

The YWCA continuously aims at innovating, developing and enhancing its services. To do so, a lot of research needs to be done and we sometimes need the help of volunteers to get it done.

Research topics may vary: feminism, social phenomena, legal services, YWCA archives, etc.

Key tasks and responsibilities

- Do research on a particular subject (through Internet or in books and magazines, etc. accordingly).
- Submit the results or a summary of the research in a report or synthesis index card.

Position requirements

- **Knowledge:** Experience or interest in research; advanced computer skills (Internet research, Microsoft Word, Excel); fluency in French or English (depending on the language in which the report will be edited); knowledge of the research topic is an asset.
- **Practical Skills:** Experience in report or synthesis index card editing.
- **People Skills:** Must be hard-working and respectful of others and of deadlines.

Volunteer conditions

- Fulfill research mandate – schedule to be determined.
- Manage time properly to ensure the respect of deadlines.
- Take part in a training on the research topic.
- Present regular updates to supervisor.

Type of position and schedule

Contractual position – length of mandate to be discussed and flexible schedule.