



The Human Intelligence Network
Enhancing Knowledge
For
Actively Engaging Communities Through
Research and Interaction Offering New Solutions

Volunteer Opportunity

Research Assistant

Think for Actions is looking for enthusiastic, self-driven, and hard-working research assistant to assist with a nation-wide study, "Canadian Community Engagement Study". This position would report directly to National Study Director of the Canadian Community Engagement Study. This role is for someone who strives to find answers to complicated questions, can switch gears quickly, and has an ability and desire to get into the details but also understand the bigger picture.

Duties:

- Create and maintain a computerized database of participating organizations.
- Collect data on various faith, cultural and ethnic groups.
- Perform valid and reliable market research.
- Develop Business Plans.
- Develop materials to communicate with participating organizations
- Correspond through memos, letters, faxes, forms and distribution of email.
- Other responsibilities as outlined by management
- You must be comfortable with ambiguity, working under high pressure and little supervision.

Skills:

- Good working knowledge of Microsoft Office, including Word, Excel and PowerPoint.
- Excellent data entry skills.
- Good oral and written communication skills.
- Excellent interpersonal and customer service skills.
- Good organizational skills.
- Strong quantitative and problem-solving skills; high attention to detail and exceptional organizational skills.

Apply:

- Please send your resume and letter of interest to National Study Director – Dr. Ahmed Makhdoon at research@thinkforactions.com
- This is a volunteer opportunity / position., the position does not have an honorarium.

For more Information, Please Visit:

<http://www.thinkforactions.com/>