



Volunteer Research Associate

Project Duration: March 2012- October 2013

Position Description: In 2013, Habitat for Humanity Waterloo Region will be celebrating its 25th Anniversary. A rich history has shaped Habitat Waterloo's success in providing a "hand up" to deserving families who are striving to own a home. Habitat wishes to commemorate its significant contributions to the community, and honour the thousands of individuals who have helped us reach this important milestone.

We are seeking a volunteer Research Associate to work closely with Habitat staff to research and document Habitat Waterloo's history over the past 25 years using internal and external resources. Our aim is to produce a document that will become the definitive history of Habitat's first quarter century.

Responsibilities

- Work closely with staff to prioritize research initiatives and to formally document Habitat Waterloo's history
- Utilize various mediums and sources to record and document Habitat Waterloo's history and prevalence in the community
- Arrange and conduct thorough interviews with key personnel in the community who have influenced the establishment and success of Habitat Waterloo
- Communicate research findings on a regular basis and document findings in cohesive prose after research is reviewed by Habitat staff

Skills/Experience

- Senior Bachelor of History or Master's student
- Some work/volunteer experience conducting research and/or in the arena of History preferred
- Comfortable using various mediums to conduct research and willing to travel within the region to consult various sources
- Able to document sources appropriately, to communicate research findings in a concise and timely manner, and to document these finds in an intriguing and creative manner based on Habitat Waterloo's intended audience
- Willing to voluntarily dedicate approximately 2 hours a week to conduct research and to work with Habitat staff. Work load will vary depending on progress of project
- Knowledge of Waterloo Region's local history desirable
- Strong written and oral communication skills, self-motivated, ability to work independently, and capable of managing time and multiple research goals

Application

For those interested, please submit cover letter, resume, and 1 letter of reference and/or writing sample to:

Rebekah Wiesel (Development Associate) Email: rwiesel@hfhwr.ca

Deadline to apply: Friday February 29 at 4:00pm