

Job Posting

Job title: Research Assistant
Classification: Canada Summer Jobs
Compensation: 16.55 per hour plus 4% vacation pay
Status: 30 hours per week
Start/end date: July 2, 2024 to August 26, 2024
Reports to: Chief Executive Officer
Posting Date: May 10, 2024
Reference Number: CLNU-2024-09
Deadline to apply: June 7, 2024 at 5:00PM

To apply, submit your cover letter and resume by email to the Executive Assistant at jobs@culturelink.ca, quoting the reference number. Please check the qualifications below to be sure you are eligible before you apply.

CultureLink is a settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. CultureLink works within an anti-oppression framework and is committed to equity. This is a non-bargaining unit position.

Job Summary:

Reporting to the Chief Executive Officer, the Research Assistant will contribute to business development activities of the agency. This role requires strong research, analytical, and communication skills as well as the ability to work independently. The successful candidate will develop client service, teamwork, communication, digital and leadership skills during this placement.

This opportunity is funded in part by the Government of Canada's Canada Summer Jobs Program.

Duties

- Review CultureLink materials and reports, and conduct meetings with internal stakeholders, to identify programming strengths/challenges to determine areas of focus and funding needs
- Conduct in-depth research of existing and potential funding sources in government, foundations, corporations
- Assess alignment with CultureLink strategic priorities with potential funders
- Establish and maintain tracking tools to ensure research findings are documented
- Assist with the creation of funding proposals and supporting materials (impact reports, presentations, sponsorship packages, etc.)
- Provide assistance with corporate engagement meetings, events marketing and communication campaigns, as required.
- Support enhancement/implementation of social media tools/platforms, assist in development and delivery of training to staff.
- Other duties as assigned.

Required Work Capacities:

- Physical Demands: sitting at a desk for computer work (80% of the workday) and meetings; working in an open office.
- Non-physical demands: Following a schedule, maintaining attendance/punctuality; variety of tasks.
- Social/emotional demands: Teamwork; working closely with participants and co-workers. Cognitive/mental demands: Initiative; adaptability

Qualifications:

- Post-secondary degree or diploma in business or social sciences or related field.
- Experience in research analysis, report writing, business development/marketing/fundraising an asset.
- Satisfactory Vulnerable Sector Screening with the past six months
- A Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act and legally entitled to work in Canada
- Between 15 and 30 years of age (inclusive) at the start of employment
- Demonstrated ability in written/ verbal communication in English is required.
- Ability to learn quickly, adaptable, resourceful with the ability to set and meet deadlines and deliverables