

## **SUMMER STUDENT, DELIVERY OF BENEFITS RESEARCH ASSISTANT**

### **SUMMARY**

The Summer Student, Delivery of Benefits, Research Assistant is responsible for assisting with research and other duties that support the implementation of Trust initiatives and other responsibilities of the department. This is a full time, temporary position reporting to the Manager, Delivery of Benefits from May through August 2020 in one of the four Trust offices.

### **KEY ACCOUNTABILITIES**

#### **1. Conducts research activities.**

- Researches and analyzes information for Trust initiatives relating to all sectors within Delivery of Benefits.
- Identifies and communicates ideas, opportunities and issues that are relevant to the development and operation of Trust programs and initiatives.
- Tracks and catalogues non-Trust funding programs.
- Performs other related duties as required.

#### **2. Assists department activities.**

- Analyzes data and develops reports on active programs.
- Supports public meetings, advisory committee meetings and/or other related activities.
- Assists with organizing meetings.
- Assists with procurement.
- Assists with the development of new program guidelines for Trust initiatives.
- Assists with the coordinator of special events.
- Compiles contact lists.
- Assembles sponsorship packages for events.
- May support the development of contracts with organizations and individuals in compliance with the Trust's Financial Management Policies and budgets.
- May assist with community visits.
- Carries out data entry.

#### **3. Provides administrative and office support services.**

- Assists with reception coverage during lunch hours and holidays.
- Provides administrative and office support services as required.
- Other related duties as assigned.

### **QUALIFICATIONS**

#### **Training and Experience**

- Currently enrolled in community development, business, economics, planning, public administration or a similar post secondary education with an environmental, social or business focus.
- Experience or training in research and/or professional writing.
- Previous related work experience is an asset.

**Knowledge, Skills and Abilities**

- Ability to conduct research and analysis and consolidate information into a simple, direct, and readable style.
- Ability to maintain a high degree of confidentiality.
- Strong verbal, written and interpersonal communication skills.
- Ability to problem solve and team-build to create and maintain a positive working environment.
- Ability to prioritize and manage multiple projects while ensuring accuracy and meeting deadlines.
- Knowledge of the Columbia Basin region is an asset.
- Strong computer skills, including skills in MS Office software (particularly Outlook, Word, PowerPoint and Excel).
- Periodic travel may be required.