

## **SUMMER STUDENT, SPECIAL INITIATIVES RESEARCH ASSISTANT**

### **SUMMARY**

The Summer Student, Special Initiatives, Research Assistant is responsible for assisting with research and other duties that support the implementation of special programs, initiatives and other responsibilities of the department. Special Initiatives addresses the research and development of priority issues, areas and projects across the organization. This is a full time, temporary position reporting to the Manager, Special Initiatives from May through August 2020 in Golden.

### **KEY ACCOUNTABILITIES**

#### **1. Conducts research and analysis activities.**

- Conducts topic-specific research and provides detailed analysis.
- Prepares research briefing documents in a clear and professional manner.
- Identifies and communicates ideas, issues and concerns that are relevant to the development, operation and success of Trust programs and initiatives.
- Performs other related duties as required.

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

- Conducts data entry, data analysis and develops reports and briefing documents.
- Supports and coordinates public meetings, special events and/or other related activities.
- Assists with community engagement processes.
- Assists with the coordination of special events. Seeks information and input from Basin residents (surveys, discussions, etc.).

#### **3. Assists program development**

- Assists with the development of existing and new program guidelines for Trust initiatives.

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

- Assists with reception coverage during staff absences.
- Provide administrative and office support services as required.

### **QUALIFICATIONS**

#### **Training and Experience**

- Currently enrolled in community development, public administration or similar post-secondary education.
- Previous related work experience, demonstrating research and analytical skills 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.

## COLUMBIA BASIN TRUST

- 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, communities and issues is an asset.
- Strong computer skills, including skills in MS Office software (particularly Outlook, Word, PowerPoint and Excel).
- Data management skills an asset.
- Periodic travel may be required.