

Job Description

Position title: Research Intern

Position Type: Full-time desired but negotiable

Position term: 6 months with the possibility of extension

Location: Vancouver, BC

Salary range: Competitive, commensurate with experience

Application Deadline: September 22, 2017

Position start date: As soon as possible

Summary: The Intern will undertake a variety of assignments and projects in support of Firelight's research and operations. Excellent communication and organizational skills are a must, as is a good understanding of research. Reporting to the Mentor and others as assigned, the Intern will work effectively both independently and as part of a team.

Job duties include:

- Assist with research, drafting of reports and proposals
- Provide logistical support with coordination of projects and events
- Work closely with Firelight researchers by providing support with interviews and other related field work (may require travel to northern and remote communities)
- Information, data and document management following established procedures
- Assist with transcribing interviews, coding and analyzing interview data following established protocols
- Assist with Firelight internal and external communications
- Accountable for tracking and documenting personal hours and expenses
- Support with purchasing supplies and equipment, and variety of office-related administrative assignments and tasks
- Sharing in normal office duties, like answering calls and keeping a functional workplace
- Share ideas for potential research and operational improvements, and implement where approved.
- Other tasks and assignments as directed by the Mentor

Qualifications and skills required:

- University degree in a relevant field
- Excellent oral and written communication skills

- Excellent attention to detail and organizational skills
- Good understanding of research
- Works well independently and as part of a team
- Familiar with environmental issues and resource extraction in Canada
- Ability to work within a fast-paced, dynamic environment
- Fluent in social media, and office and standard productivity software.
- Experience with Aboriginal issues and communities in Canada would be an asset.

To apply: Please e-mail a cover letter and resume/ curriculum vitae citing “Internship” in the subject line to hr@thefirelightgroup.com. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. *Preference will be given to Indigenous applicants. Your application must confirm that you are able to legally work full-time in Canada, starting immediately.*

Working at the Firelight Group means being passionate about what we do. Be part of our amazing team, with a very exciting future.