



Job Title: Research Assistant (temporary)

The Niagara Workforce Planning Board is one of 26 planning boards in Ontario funded by Ministry of Advanced Education and Skills Development via Employment Ontario. NWPB acts as Niagara's authoritative voice for research by providing its various stakeholders (which include local municipalities, Niagara Region, Brock University, Niagara College, Niagara's secondary school boards, businesses, business associations, and the social profit sector) with data and research on Niagara's job market, population trends, and various Statistics Canada information. Our organization works to provide our stakeholders with quality data and to ensure they are paired with compelling stories. In addition, NWPB acts as an organization that brings together various organizations to address workforce development issues.

The Research Assistant position is an ideal role for a graduate student or recent graduate who is eager to gain experience in conducting field research for qualitative research projects. Reporting to the Research and Project Manager, and under the direction of the CEO, the successful candidate will aid in the production of the Agriculture Supporting Employer Project. As part of a growing research team, this position will encourage creativity and innovation as NWPB works with partner organizations to identify labour force opportunities and support data-driven decision making for the Niagara Region.

### **Responsibilities**

- Coordinate with the Research and Project Manager in delivering the Agriculture Supporting Employer Project
- Conduct one-on-one interviews with local employers
- Conduct secondary research on agriculture supporting employers in the Niagara region
- Liaise with partner organizations
- Participate in a community launch event

### **Skills**

- Excellent interpersonal and communication skills
- Able to work with a high degree of autonomy and efficiency
- Ability to apply theoretical research methodology to practical situations
- Detail-oriented
- Self-starter, results driven, and goal orientated
- Passion for innovation and creativity
- Data entry using Survey Monkey or other industry standard survey tools



### **Qualifications**

- An undergraduate degree in the humanities, social sciences, or business
- Knowledge of qualitative and quantitative research methods
- A current and valid driver's license and access to a vehicle
- Knowledge of Microsoft Office Suite

### **Hours and Compensation**

This is a part-time (15 hours per week) temporary position lasting eight weeks. The position will be compensated at an hourly rate of \$18/hour plus mileage.

Interested parties should send a cover letter and resume to [adurrant@niagaraworkforceboard.ca](mailto:adurrant@niagaraworkforceboard.ca). Applications must be received no later than 5pm on March 13, 2018.

Expected Start Date: March 19<sup>th</sup>, 2018.