

Position: Research Assistant
Date: June through August, 2018
Hours: 35 hours per week
Wage: \$15.00 per hour

Position Summary:

The Research Assistant is responsible for assisting with research initiatives that support warehouse businesses. This position will also include general Warehouse District research, administration of the Membership Database and Survey, and providing support for special projects, as requested by the Executive Director. The Research Assistant is responsible for projecting a professional and positive image of RWBID at all times. The position of the Research Assistant is a temporary, full-time position.

Reporting:

The Research Assistant reports directly to the Executive Director. In the absence of the Executive Director, the Research Assistant reports to the Marketing Coordinator.

Duties and Responsibilities:

1. Membership Survey

1. Work with RWBID staff to develop and administer a member survey.
2. Conduct membership interviews.
3. Consolidate survey findings.
4. Develop report on findings.
5. Gather information for Executive Director as required.

1. Warehouse District Database

1. Review and update Warehouse District Membership database

2. Warehouse District Research

1. Conduct research with respect to Warehouse District vitality indicators as requested.

3. Administration

1. Assist the Executive Director with special projects and duties as required.
2. Establish working relationships with City administration and other stakeholders in the Warehouse District.
3. Attend and participate in all staff meetings.

Preferred Qualifications:

The Research Assistant must possess strong teamwork, problem solving and communication skills and be able to establish effective working relationships with many different people, as well as, determination, loyalty, poise and confidence. The Research Assistant must be able to work independently with minimal supervision while meeting project milestones. They must be creative and outgoing with the ability to engage both the membership and the general public. They must also possess the ability to organize and coordinate work efficiently, to set priorities, and to motivate others. They must have a broad base of office skills coupled with personal flexibility to adapt to changes in organizational structure and move among departments when necessary. Knowledge of the Warehouse District is considered an asset. Experience in Microsoft Office is essential.

How to Apply:

Send your resume info@warehousedistrict.ca by May 31, 2018. Include "Research Assistant" in the subject line.