

# [innovate inclusion]

Research Assistant | Summer Student

## About Us

Innovate Inclusion is a social profit that advocates for the success of underrepresented communities within technology and entrepreneurship.

We are a newly formed company with a mission to:

- foster awareness around the importance of inclusive community engagement;
- advocate for the economic development and success of underrepresented communities;
- educate corporations, communities and individuals by providing access to programs and services that support personal and professional growth.

## Position

Innovate Inclusion is looking for a Research Assistant to support the development of forthcoming research projects. If you are a research student who is interested in community development, entrepreneurship, and inclusivity we would like to hear from you.

## Responsibilities

- Research and collects data through complex techniques and procedures, library research, structured interviews or other project specific methodology.
- Interprets, synthesizes and analyzes data.
- Schedules, organizes and reports on status of research activities.
- Plans and modifies research techniques, procedures, tests, equipment or software management.
- Writes and edits materials for publication and presentation.
- Meets with faculty supervisor on regular basis to maintain ongoing communication regarding the quality of the assistant's performance.
- Performs other related duties as required.

## Requirements

- Ideally, you are a student working towards your degree in research development, social work, public policy, community development, etc.
- Excellent written and verbal communication skills in English. French is an asset.
- Detail oriented;
- Experience conducting quantitative data collection;
- Project management skills and initiative to work effectively and efficiently with superior attention to detail.
- Office computer and data management skills with proficiency in MS Office (Word, Excel, and PowerPoint)
- Knowledge of quantitative research methodologies and the collection of data.

- Must be self-directed, take initiative, and have the ability to draw upon exceptional organizational communications skills in order to be successful.

**This is a Canada Summer Job grant that runs for eight weeks in length. Eligible applicants are required to be returning to school in the September of 2018.**

**Accountable to:**

On site manager

**Closing Date:** May 20, 2018.

Candidates should forward their cover letter and resume to: [Hello@InnovateInc.co](mailto:Hello@InnovateInc.co)