

Job Ad – Summer Student, Delivery of Benefits Research Assistant



Columbia Basin Trust is seeking a Summer Student to join our Delivery of Benefits team from May through August 2025 in one of our four offices: Castlegar, Cranbrook, Golden or Nakusp. If you are self-motivated, results-oriented and have strong communication skills, we want to hear from you!

The rate of pay for this position is \$25.00 per hour.

Reporting to the Manager, Special Initiatives you will:

- Conduct research and analysis for Trust initiatives and programs relating to all sectors within Delivery of Benefits.
- Identify and communicate ideas, opportunities and issues that are relevant to the development and operation of Trust programs and initiatives.
- Support public meetings, advisory committee meetings or other related activities.
- Provide administrative and office support services.

We are looking for a post-secondary student who is familiar with and connected to the Columbia Basin region of British Columbia. The ideal candidate will have excellent communication, research, and analytical skills.

Candidates must be post-secondary students, preferably enrolled in a program related to community development, public administration, business, economics, planning, or a similar field, particularly with an environmental, social, or business focus. The student should be returning to school in the next academic year. Experience, whether through work or volunteering, with non-profit organizations, service clubs, or community-based initiatives would be an asset.

How to apply:

If you have what it takes to fill this exciting opportunity, submit a cover letter and resume on our website at <https://ourtrust.org/careers> by March 7, 2025. The Trust respects and values the rich and diverse cultures in the Columbia Basin. We welcome and encourage those with different backgrounds and experiences to apply.

Who are we?

Our staff team is made up of highly motivated, innovative and passionate individuals who thrive in a dynamic environment and want to contribute to Basin communities. Working alongside the people of the Basin, the Trust is committed to strengthening where we live, now and for future generations.

The Trust gratefully operates in the unceded, traditional territories of the Ktunaxa, Lheidli T'enneh, Secwépemc, Sinixt and Syilx Nations. This region is also home to six Metis Nation BC Chartered Communities. We have offices in four communities in the Basin: Castlegar, Nakusp, Cranbrook and Golden. These communities offer year-round outdoor recreation, a vibrant arts and culture scene, and much more.

SUMMER STUDENT, DELIVERY OF BENEFITS RESEARCH ASSISTANT

SUMMARY

The Summer Student, Delivery of Benefits Research Assistant is responsible for assisting with research and other duties that support the implementation of Trust initiatives and other responsibilities of the department. This is a full-time, temporary position reporting to the Manager, Special Initiatives from May through August 2025 in one of the four offices: Castlegar, Cranbrook, Golden or Nakusp.

KEY ACCOUNTABILITIES

1. Conducts research and analysis activities.

- Researches and analyzes information for Trust initiatives relating to all sectors within Delivery of Benefits.
- Prepares research briefing documents in a clear and professional manner.
- Identifies and communicates ideas, opportunities and issues that are relevant to the development and operation of Trust programs and initiatives.
- Tracks and catalogues non-Trust funding programs.
- Performs other related duties as required.

2. Assists department activities.

- Supports the coordination of internal and public meetings, special events and/or other related activities.
- Assists with community engagement planning processes and implementation.
- Assists with procurement.
- Assists with the development of new program guidelines for Trust initiatives.
- Compiles contact lists.
- May support the development of contracts with organizations and individuals in compliance with the Trust's Financial Management Policies and budgets.
- Carries out data entry and data analysis.
- Prepares reports for internal review.

3. Provides administrative and office support services.

- Assists with reception coverage during lunch hours and holidays as required.
- Provides administrative and office support services as required.

4. Performs other related duties as required.

QUALIFICATIONS

Training and Experience

- Currently enrolled in community development, business, economics, planning, public administration or a similar post secondary education with an environmental, social or business focus.
- Experience or training in research, analytical skills and/or professional writing.
- Previous related work experience or experience working with non-profit societies, service clubs or community-based volunteering 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.
- 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 is an asset.
- Strong computer skills, including skills in MS Office software (particularly Outlook, Word, PowerPoint and Excel).
- Travel within the Columbia Basin region may be required.