



**Job title:** Research Analyst Intern, 2 positions

**Application Deadline:** October 1, 2020

**Start Date:** Immediately

**Status:** Full-time, temporary (6 months at 37.5 hours per week, with possibility of extension)

**Rate of Pay:** \$18/hour

**Location:** Canada

The Invasive Species Centre is a not-for-profit organization established to prevent the spread of invasive species that harm Canada by connecting with stakeholders to catalyze invasive species management and communicate policy and scientific knowledge. We are recruiting a quality-focused, collegial individual with solid inquiry and writing skills to fill the position of Research Analyst. If you are passionate about protecting the health of our ecosystems, meet the qualifications below, and enjoy working as part of an upbeat team, please follow the application instructions at the end of this posting.

### **Job Summary**

The candidate will support the overall objectives of the ISC through research and technical review of economic, scientific, and other data to support analysis and provide objective information to the public and funders on invasive species issues and research while also fuelling science/policy communications. The end goals are to review and synthesize research, create policy recommendations, and promote solutions that will protect Canada's forests from the impacts of invasive species. This position will be directly researching impacts and best management practices related to invasive forest pests and climate change adaptation that impact Canada's natural resources and forestry industry.

### **Principal Accountabilities**

- Assist and support with administration, interpretation and dissemination of scientific research to user bases using clear language, while maintaining the integrity of the science behind the projects
- Produce well thought out and detailed reports
- Produce and review invasive species profiles and literature reviews with a focus on invasive species pathways (e.g. roundwood movement, economic impacts of invasive species in corridors)
- Coordinate data to determine economic impacts of invasive species
- Assist with socio-economic reports and analyses
- Essential skills for this work are: evaluating, analysis (planning, projecting outcomes, analyzing information, researching and investigating), communication (liaising and networking, professional communicating, consulting with experts), information handling (processing information, managing information), writing and knowledge (biology, environmental sciences, statistics)
- Other duties as assigned

### **Minimum Qualifications:**

The candidate has received a Bachelors' degree in forestry, biology, natural science and/or environmental science.

**Preferred Qualifications**

- University graduate with a Bachelors' or Masters' degree in forestry, biology, natural science, and/or environmental science.
- Job experience and certification in forestry, biology, natural science, and/or environmental science.

**Minimum Competencies:**

The successful candidate will:

- Regularly produce accurate, thorough, professional work and ensure accuracy in documentation and data;
- Analyze problems skillfully and use logic to reach solutions;
- Demonstrate computer proficiency and experience with Microsoft Office software;
- Demonstrate a high standard of excellence with their work processes and outcomes, speak and write clearly and accurately, be helpful and team oriented, manage time well, and respond positively to instructions, procedures, and feedback.

**Preferred Qualifications:**

- Employment experience conducting research, compiling information, and analyzing research with a science-based context;
- Additional experience or certifications for technical skills related to forest science or other natural science would be considered an asset.

**Other requirements:**

The candidate must be under 30 years of age at the start of employment. The candidate must be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and is legally entitled to work according to the relevant provincial legislation and regulations.

Remote work – internet connection required.

**Please email one document with a cover letter and resume, which includes your education and work experience history to:**

Paula Beemer, Executive Assistant  
Invasive Species Centre, 1219 Queen Street East, Sault Ste. Marie, ON P6A 1E5  
Email: [info@invasivespeciescentre.ca](mailto:info@invasivespeciescentre.ca)

**No telephone calls please. Only candidates chosen for an interview will be contacted.**

***The Invasive Species Centre is an equal opportunity and accessible employer and encourages youth with disabilities, Indigenous youth, and visible minority youth to apply. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.***