

Social Planning Cowichan

Community Researcher

Summer Student Position

(July 4 to August 26th, 2022)



[Social Planning Cowichan](#) has a summer student position available to assist with community research and communications on two projects:

- Updating and redesigning community indicator data for the Cowichan Valley Region, including our annual Community Snapshots, that assess everything from health and well-being to transportation and safety, and our ongoing COVID-19 Community Surveys, that regularly assess the impacts of the COVID-19 crisis on individuals and households.
- Archival and historical research for an upcoming educational installation on Canada's colonial history ([Thu-it](#))

We are looking for someone who loves to do research and data analysis about community issues, and archival and historical research. We are also looking for someone who can use their creative gifts to share information with the community by developing graphic design materials for our website and social media that are accurate, interesting and concise. If you are curious, have a great sense of humour, excellent communication skills, and an ability to connect with people in diverse situations, then we hope you'll apply!

Job Description:

The Community Researcher will work with a team to update and redesign our [Community Snapshots](#), and conduct archival/historical research to support our multi-media installation on colonial history and reconciliation. Tasks will include:

- Research, gather and review statistical data, community facts and stories including updated Census 2021 data, community reports, and survey results from various sources and websites.
- Engage with local community organizations and the general public to complete community well-being surveys.
- Create and design interactive graphics for sharing the Community Snapshots on our website and for communicating through social media.
- Conduct archival and historical research on local and Canadian colonial history.

Skills Required:

- Strong research skills, and ability to track and analyse data and maintain accurate records.
- Exceptional communication skills, both oral and written; comfortable engaging the public.
- A willingness to dive in and learn.
- Experience in designing and developing a variety of digital and print communications materials.
- Proficiency with social media platforms (Instagram, Twitter, TikTok, Facebook), website design (Wix) and graphic design applications (Canva and others).
- Able to work independently and as part of a collaborative team.
- Strong digital literacy and social media skills.
- Must meet Canada Summer Jobs eligibility requirements (please see below)*

Additional Criteria

Please note that these positions are subject to confirmation of funding.

*Due to the funding requirements of these positions, applicants must meet the following criteria:

- Be registered as a student at a recognized Canadian post-secondary institution and returning to University in the fall.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act. International students are not eligible for this position.

Work environment and compensation:

Work Week: Monday - Friday (Up to 35 hours per week).

Compensation: \$20 hr, plus statutory benefits.

Position Term: This position begins on July 4, 2022 and continues until August 26, 2022.

Work Location: Our office is located in Duncan but some work hours from home are possible.

COVID-19 Precautions: COVID-19 protocols will be followed according to Public Health Orders. All Social Planning Cowichan staff are double-vaccinated. We require that all applicants be double vaccinated to do this work.

For more information about Social Planning Cowichan visit: <https://www.socialplanningcowichan.org/>

How to Apply

- Please send your resume and cover letter and/or any questions to infospcowichan@gmail.com.
- **Applications are due by 9:00 pm PT on Thursday, June 30th, 2022.**
- Each applicant will be acknowledged however only those selected for an interview will be contacted directly. Thank you for your interest!