

AAISA Research and Policy Intern

Position: Research and Policy Intern

Location: Calgary, AB, Canada

Duration: October-December

Time Commitment: Part-Time Internship

AAISA is an umbrella organization comprised of 26 immigrant and refugee settlement agencies from 12 urban and rural communities. AAISA is committed to the production of evidence-based research and models that evaluate and address the needs and barriers of newcomer Canadians and the communities in which they live.

The Research and Policy Intern will work within the Research and Policy Unit. Broadly, this position will be responsible for providing research support including: gathering, analyzing and presenting data and information; development of policy materials, such as engagement plans and frameworks; and other project-based activities. Specific accountabilities include transcription, content and resource management, and producing a research publication or policy brief.

This position may appeal to students or recent graduates seeking to gain experience related to research, public policy and the non-profit sector.

Main duties:

- Research, collect, compile, analyze and present information
- Develop research publication or policy brief on current issue in settlement, integration and/or immigration
- Monitor and understand themes and trends in Alberta and Canadian politics as they pertain to settlement, integration and immigration
- Maintain and update internal and external research and stakeholder databases
- Record, transcribe and code data from surveys, questionnaires, and interviews
- Support research and policy meeting communications and logistics
- Distribute, monitor and collect survey information
- Provide support to research and policy projects and activities, as necessary
- Work alongside other staff to support organizational initiatives

Qualities:

- Excellent verbal and written communication skills
- Excellent problem-solving and analytical skills
- Strong attention to detail
- Excellent organization skills
- Flexibility in working with emerging priorities and timelines

- Ability to work individually and as part of a team

End of Internship Deliverables:

- Completion of a research publication or policy brief on topic of choice related to settlement, integration and/or immigration
- Assist with the development of provincial policy engagement framework
- Creation of policy engagement plan template, which can be adapted to different policy asks/positions
- Support for ongoing projects and activities such as public policy strategies, government relations, public consultations, data collection, and transcription of interviews and other related research material

Qualifications:

- Experience with qualitative and quantitative research methods
- Understands themes and trends in provincial and national politics
- Strong knowledge of word processing
- Strong knowledge of Microsoft Office, in particular Excel
- Knowledge of database management
- Knowledge of WordPress, and website maintenance an asset
- Knowledge and/or experience in social policy development
- Knowledge and/or experience in the non-profit sector an asset

Please send resume, cover letter and one recent writing sample to research1@aaisa.ca by **5:00pm on October 3rd, 2017.**

Eligible students may apply for the [Serving Communities Internship Program \(SCIP\)](#) bursary.