

## AAISA Research Intern

**Position:** Research Intern

**Location:** Calgary, AB, Canada

**Time Commitment:** 2 months with possibility of extension

AAISA is an umbrella organization comprised of 44 immigrant and refugee settlement agencies from 8 urban and rural communities. AAISA is committed to the production of evidence-based research and models for its member agencies that evaluate and address the needs and barriers of newcomer Canadians and the communities in which they live.

The Research Intern will work within the Research and Policy Unit. Broadly, this position will be responsible for providing research support including: transcription of interviews, gathering, analyzing and presenting data and information; organizing academic and settlement sector resources and research for member agencies; and other project-based activities.

This position may appeal to students or recent graduates seeking to gain experience related to qualitative research, policy (settlement, integration and immigration), social work and the non-profit sector.

### Main duties:

- Research, collect, compile, analyze and present information
- Record, transcribe and code data from surveys, questionnaires, and interviews
- Support research meeting communications and logistics
- Design, Distribute, monitor and collect survey information
- Provide support to research projects and activities, as necessary
- Work alongside other staff to support organizational initiatives
- Other projects as assigned by the Research and Policy Lead and/or Programs and Services Manager

### Qualities:

- Strong attention to detail
- Excellent organization skills
- Excellent verbal and written communication skills
- Excellent problem-solving and analytical skills
- Flexibility in working with emerging priorities and timelines
- Ability to work individually and as part of a team
- Ability to work well under pressure

### Skills:

- Post-secondary degree in the social sciences or humanities
- Some experience with qualitative and quantitative research methods
- Some experience with transcribing interviews and coding qualitative data
- Ability to analyze data and interpret results
- Some knowledge of data processing, graphing, statistical analysis and reporting
- Strong knowledge of Microsoft Office, particularly Excel
- Ability to identify opportunities and communicate effectively with multiple stakeholders