

POSITION DESCRIPTION

Position Title	Research Intern: Knowledge Management Assistant
Department/School	Selkirk Innovates & Community Futures Boundary
Reports to	Dr. Sarah-Patricia Breen (Selkirk Innovates); Rebecca Richards (Community Futures Boundary)
Employee Group	N/A
Pay Grade	\$21.20/hr + 4% in lieu (current college / undergraduate students) \$22.86/hr + 4% in lieu (recent graduates / graduate students)
Total Hours	Approximately 400
Number of Positions	1
Work Term	May 1, 2026 – August 31, 2026 ~30-35 hours per week
Location	Grand Forks and Remote
How to Apply	Submit resume and cover letter as attachments to sbreen@selkirk.ca by 4:00 pm on April 17. Applications by email only Email subject line should read: "Application – Research Intern: Knowledge Management Assistant" Cover letters must follow instructions on page 2

POSITION SUMMARY

These research internships are specifically designed for students to:

- Transfer their understanding of classroom concepts and skills to a real life project
- Develop professional competencies related to their course of studies

The intern will be supporting Community Futures Boundary with a project to evaluate their existing, and develop a new internal knowledge management system. This is an opportunity for the intern gain in-depth and behind the scenes experience with the delivery of economic development activities including community-based commercial lending, business advisory services, and workforce development. The ideal candidate is an organized and self-motivated individual who is interested in knowledge management systems, business/organizational management, and implementation of provincial and federal programming in rural BC. The intern will gain valuable work experience and professional networking opportunities. The internship is open to students enrolled at any post secondary institution, so long as they reside in British Columbia.

Successful applicants will receive comprehensive training, workplans, and mentorship tailored to their roles. Training provided will include research ethics, data management, and EDI and safe workplace, and may include software training.

COMMITMENT TO INCLUSIVE EXCELLENCE

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. We strive to embody the values of respect, collaboration and diversity, and have a strong commitment to employment equity. Selkirk Innovates seeks qualified candidates who share our commitment to equity, diversity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from First Nations, Métis and Inuit peoples, members of racialized communities (“visible minorities”), persons with disabilities, women, and persons who identify as 2SLGBTQ+.

TASKS AND RESPONSIBILITIES

- Reviewing existing documentation processes and identifying gaps
- Document content analysis
- Assisting with and/or conducting qualitative data via research interviews, including: question development, scheduling, conducting interviews, cleaning transcriptions
- Interview data analysis and synthesis
- Creating flow diagrams to visualize collected information
- Supporting the development of electronic filing system structure and use procedures
- Provide input on the development of key documents (including job descriptions, training documents, policy, and SOP)
- Attending meetings and taking meeting minutes
- Clearly and professionally summarizing findings in the form of tables, written briefs, and presentations

QUALIFICATIONS

- Understanding of business/organizational management and operations
- Experience with qualitative data (e.g., surveys, interviews)
- Experience with qualitative data analysis (e.g., basic descriptive statistics, creating charts)
- Reliable with the ability to work independently, manage multiple tasks, and meet deadlines
- Discretion and professionalism
- Strong oral and written communication skills
- Access to a personal computer and a suitable home workspace
- Preference may be given to applicants with education or experience with knowledge management systems, or experience with supporting the development of workplace policy and procedures
- Knowledge of the Kootenay region and/or specific communities will be considered an asset

Cover letters will be evaluated as an example of professional writing and communication skills. Cover letters written by AI will be disqualified. Cover letters should include:

- Summary of why you are interested in the position.
- Explanation of how your skills and experience are relevant to the position.
- Explanation of how you meet the required qualifications.
- **Cover letters can be two pages in length.**