POSITION DESCRIPTION

Position Title	Research Intern: Community Response to Disasters
Department/School	Selkirk Innovates & College of the Rockies
Reports to	Dr. Sarah-Patricia Breen (Selkirk Innovates); Dr. Paul Tiege (College of the Rockies)
Employee Group	N/A
Pay Grade	$21.20/hr + 4% in lieu (for current college or undergraduate students) $22.86/hr + 4% in lieu (for recent graduates or graduate students)
Total Hours	Minimum of 300 hours, potential to increase
Number of Positions	2 Eligibility list will be created for future positions
Work Term	May 1, 2026 – October 1, 2026 Start and end dates are flexible Variable hours per week
Location	Hybrid – mix of remote with travel for data collection.
How to Apply	Submit resume and cover letter as attachments to sbreen@selkirk.ca by 4:00 pm March 27, 2026 Applications by email only Email subject line should read: "Application – Research Intern: Community Response to Disasters" 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

Interns will be working as part of a research project exploring: 1) how disasters influence development of communities; 2) the relationships between disasters and community resilience; and 3) how to use this knowledge to develop effective interventions to help communities recover from disasters. The ideal candidate is an organized and self-motivated individual who is interested in community based applied research and looking to 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 (e.g., NVivo qualitative analysis). Interns will have an opportunity to lead a presentation at a practitioner event or academic conference.

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. In keeping with our strategic commitment to Diversity and Inclusion, we strive to embody the values of respect, collaboration and diversity, and has 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

- Literature reviews (identifying and triaging peer reviewed and grey literature) related to community development, history, disasters, and disaster response
- Document content analysis
- Quantitative data collection and analysis in Excel of key community variables (e.g., employment)
- Assisting with and/or conducting qualitative data via research interviews, including: participant identification, sending invitations, managing scheduling, conducting interviews, cleaning transcriptions
- Attending meetings and recoding meeting minutes
- Clearly and professionally summarizing findings in the form of tables, written briefs, and presentations

QUALIFICATIONS

- 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
- Ability to engage community partners and key organizations in a professional fashion
- Strong oral and written communication skills
- Access to a personal computer with Microsoft Office programs and a suitable home workspace
- Preference may be given to applicants with education or experience with planning, economics, geography
- 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.**