



The Research Assistant works as a member of the communications team to develop programming for BCEdAccess, from running surveys to assisting with subcommittees.

The Research Assistant reports to the Executive Director.

About BCEdAccess

Established in 2014 and incorporated in 2018, the BCEdAccess Society is an organization of families of children and youth with disabilities and complex learners. We champion and support children and youth who have disabilities and who are complex learners to reach their full potential in BC education, and in all aspects of their lives. This is achieved through supporting families, sharing information, providing education to families, allies, professionals and students, providing community engagement and awareness, and other activities to promote equitable access to education and inclusion for all. We run a well respected annual parent/guardian advocacy conference, bringing together families, self-advocates, educators and allies of children and youth with disabilities. We also do research into the exclusion of students with disabilities from school and community, and other disability issues impacting children and youth. We advocate to local and provincial governments on behalf of families to improve accessibility in all aspects of the lives of children and youth with disabilities.

You can learn more about us on our website bcedaccess.com.

Duties and Responsibilities

The Research Assistant will assist in survey releases and report writing, working with partner organizations and the communications team to execute development projects. The Research Assistant will also assist in the planning and execution of research and partnership projects, including:

- Coordinating social media and email promotion
- Improving internal policy and terms
- Initiating research projects
- Seeking and managing board sub-committees (ie. youth committee)
- Developing relationships with partner organizations
- Assisting in other areas as necessary

Qualifications

Required:

- Demonstrated applied skills in Word, Excel, Powerpoint, Google Suite
- Comfort collaborating within a larger team
- Previous experience with research papers and surveys
- Previous experience in proofreading
- Ability to work remotely and unsupervised
- Possess excellent organizational and communication skills



Other Useful Skills and Experience:

- Skilled in writing (please provide a writing sample)
- Previous experience with cold calls
- Knowledge of education, disabilities, human rights, social justice
- Political science, marketing, business
- Volunteering/nonprofit experience
- Communications/marketing/public relations experience

Job Type: Contract, part-time

Pay: \$18.00 per hour

Hours: 12 hours per week

Anticipated Start Date: June 28, 2021

Location: Supervised telecommuting (online)

If you have any questions regarding the responsibilities or contract of this position, please feel free to contact our Communications Manager, Paige Braithwaite, at digitalcomms@bcdaccess.com.

How to apply

This position is made available through funding from the Government of Canada. Canada Summer Jobs is an initiative of the Youth Employment and Skills Strategy, which, “aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market.” To be eligible for a Summer Job position with BCEdAccess Society applicants must be between 15-30 years old.

Those who self-identify as women, Indigenous (First Nations, Inuit and Métis), member of an official language minority community, new immigrant, refugee, a person with a disability, a visible minority or LGBTQ2S+ or who live in a rural or remote location, will be given special consideration.

Interested candidates are asked to forward their resume and cover letter stating the job title in the subject line to info@bcdaccess.com. You may also include a sample of writing or portfolio if you believe it is applicable to the responsibilities of the position.

BCEdAccess is committed to being an inclusive, equitable and accessible employer. We want everyone in our organization to feel valued and welcome. If you need accommodation in any or all aspects of the selection process, just let us know.

While we appreciate all applications, we will only contact those individuals selected for interviews.