Job Description

**Position title:** Research Intern  
**Position Type:** Full-time desired but negotiable  
**Position term:** 6 months with the possibility of extension  
**Location:** Edmonton, AB  
**Salary range:** Competitive, commensurate with experience  
**Application Deadline:** December 9, 2016  
**Position start date:** As soon as possible

**Summary:** The Intern will undertake a variety of assignments and projects in support of Firelight’s research and operations. Excellent communication and organizational skills are a must, as is a good understanding of research. Reporting to the Mentor and others as assigned, the Intern will work effectively both independently and as part of a team.

**Job duties include:**
- Assist with research, drafting of reports and proposals
- Provide logistical support with coordination of projects and events
- Work closely with Firelight researchers by providing support with interviews and other related field work (may require travel to northern and remote communities)
- Information, data, and document management following established procedures
- Assist with transcribing, coding, and analyzing interview data following established protocols
- Assist with Firelight internal and external communications
- Be accountable for tracking and documenting personal hours and expenses
- Support with purchasing supplies and equipment, and variety of office-related administrative assignments and tasks
- Sharing in normal office duties, like answering calls and keeping a functional workplace
- Share ideas for potential research and operational improvements, and implement where approved.
- Other tasks and assignments as directed by the Mentor

**Qualifications and skills required:**
- University degree in a relevant field
- Excellent oral and written communication skills
To apply: Please e-mail a cover letter and resume/curriculum vitae citing “Internship” in the subject line to Binita Sondagar at hr[at]thefirelightgroup.com and cc Nick Yarmey nick.yarmey[at]thefirelightgroup.com. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. *Preference will be given to Alberta residents and Indigenous applicants. Your application must confirm that you are able to legally work full-time in Canada, starting immediately.*

*Working at the Firelight Group means being passionate about what we do. Be part of our amazing team, with a very exciting future.*