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GPI Atlantic

Research Assistant – Job Description

Position: Research Assistant

Reports to: Lead Researcher, Managing Director

Start date: June 4, 2007

End date: August 31, 2007

35 hours per week

\$12/hour + 4% vacation pay

Job Summary:

The research assistant will assist GPI Atlantic researchers and staff on a number of ongoing research projects on topics such as education, debt and assets, and the development of a comprehensive overview report highlighting GPI Atlantic's past research. This assistance may include duties such as finding and analysing data and information, writing components of reports, creating charts and graphs, proofreading and editing, and other tasks as assigned.

Note that the research assistant will work in Halifax, not in Glen Haven, and will work primarily from home.

About GPI Atlantic

GPI Atlantic is a non-profit, charitable organization. It conducts research that supports the development of an index of wellbeing and sustainable development (the Genuine Progress Index). Work is focused on Nova Scotia and Atlantic Canada, with attention given to other regions of Canada and elsewhere as opportunities permit. GPI Atlantic hopes to achieve a better understanding within the general public of the relationship between environmental, social and economic aspects of life. It works with partners such as universities, municipalities, non-governmental organizations and federal and provincial governments. It publishes and publicizes research results in order to achieve public education and dissemination of information.

Duties:

- Gather appropriate data for indicators (with guidance from researchers) through library and online research, including telephone follow-up when necessary
- Prepare summaries of research results
- Write and edit materials for publication and/or presentation
- Respond to and manage requests from researchers for assistance
- Create charts and graphs
- Prepare presentations of research results



- Other research tasks as assigned

Program Requirements:

Applicants must:

- be between 15 and 30 years of age;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or have official refugee protection status under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada according to relevant provincial/territorial legislation and regulations;

Please note:

- Visible minorities and Aboriginal students are strongly encouraged to apply.

Skills and Qualifications:

- Post-secondary student in a degree program in the social and/or environmental sciences; returning to school in fall 2007
- Demonstrated quantitative research skills and experience; a demonstrated understanding of the relationship between the environmental, social and economic aspects relevant to the Genuine Progress Index is an asset
- Highly organized, flexible, and adaptable
- Ability to prioritize multiple tasks is essential; demonstrated ability to meet deadlines under pressure is an asset
- Excellent verbal, written and editing/proofreading skills
- Strong interpersonal communication skills
- Proficient with computer use and applications (e.g. MS Word and Excel, online research, etc.)
- Professional presence and demeanour
- Able to work well both with others and independently
- Able to work from home

Application Deadline: Wednesday, May 30, 2007, midnight

Electronic applications strongly preferred. Please send applications to:

Clare Levin
Managing Director
GPI Atlantic
535 Indian Point Rd.
Glen Haven, NS B3Z 2T5
clewin@gpiatlantic.org

We thank all applicants for their interest. Only those selected for an interview will be contacted.