



## Position Available – Research/Program Assistant

Based in Smithers, BC, the Bulkley Valley Research Centre (BVRC) is an independent, non-profit organization founded in 2002 with a mission to support high-quality, inter-disciplinary research to advance better stewardship of our natural resources in northern British Columbia. The Centre acts as a research bridging organization connecting natural resource management knowledge with communities, the public, First Nations, industry, government, and academia, in order to facilitate regionally-based research, learning, and adaptation. The Centre focuses its research on sustainability throughout the northwest and beyond: the sustainability of our ecosystems, our cultures and our communities. Our research initiatives are often multi-year and involve collaboration among a range of groups involved in natural resource management. The Centre also provides a single point of contact for a diversity of perspectives to meet and engage.

The BVRC has an inter-disciplinary emphasis, and research projects draw from and combine expertise in life sciences (biology, silviculture, wildlife ecology, entomology, pathology), earth sciences (hydrology, geology, geography), and social sciences (economics, political sciences, indigenous studies, archaeology, anthropology), and climate change research.

### Position Overview

This is a shared position, split approximately 2/3 - 1/3 between research support and program support. The Research Assistant will assist the BVRC Wildfire Research Program on a project to understand how forests and wildlife respond to increasingly severe wildfire events. This work will be primarily office based with a focus on data entry, sample preparation and analysis, and basic data visualizations. The Program Assistant will support the Centre with a variety of natural resource science outreach projects and events, such as seminars, virtual conferences, environmental outreach initiatives, and training opportunities. The Program Assistant will also provide some membership and administrative support. This work will take place in an office setting.

### Primary Tasks

- Data entry
- Preparation (gluing/sanding) of wood samples
- Counting and measuring tree ring samples
- Basic R programming
- Support development of seminar and training programs
- Communicate with Centre members and the public regarding outreach, projects and events
- Manage membership updates
- Support the ED with Centre administration as appropriate

### Qualifications:

Eligible candidates must be experienced in a field relating to the position and have an undergraduate degree in life sciences or social sciences with an emphasis on interdisciplinary studies. The ideal candidate will be a positive self-starter who works well independently and as part of a team and has excellent oral communication skills. Computer coding in R is an asset. The candidate will have experience and be



comfortable entering data and working with lab equipment, and take initiative to get tasks done! Previous experience collecting or working with vegetation data would be an asset.

*\*\*\*Funder Qualifications: All applicants must meet the Canada Summer Jobs (CSJ) eligibility criteria. Applicants must be Canadian citizens, permanent residents, or refugees between the ages of 15-30. Preference may be given to applicants who meet the criteria for underrepresented youth as per the [Canada Summer Jobs Program Applicant Guide](#). Please review the criteria for the CSJ program carefully before applying.*

### **Hours & Compensation**

This temporary position offers 30 hours per week for 10 weeks starting October 15, 2021. Standard office hours will apply. Compensation is \$20/hr.

### **How to Apply**

Please send a cover letter and resume to [info@bvcentre.ca](mailto:info@bvcentre.ca) with "Research Assistant" in the subject line.

**Deadline for applications is September 30, 2021:**

We appreciate all applications, however only those selected for an interview will be contacted.