

RESEARCH ASSISTANT: BUILDING CAPACITY FOR ADVANCING CLIMATE CHANGE LEADERSHIP PROJECT

About the Project

The Building Capacity for Advancing Climate Change Leadership Project is a year-long project funded by Future Skills Centre (FSC), led by the Academy for Sustainable Innovation (ASI) in close partnership with leading academics and practitioners.

This research project will address the critical knowledge gaps to understand the governance structures, equivalency, credit transferability, and knowledge sharing protocols required to establish an organization(s) designed to guide and support climate action leadership credentialing pathways for learners and employers alike. The outcome of this research will provide an accelerated approach to pan-Canadian climate action leadership upskilling, with recommendations and a roadmap for the establishment of a national learning ecosystem, including a high-level business plan.

About the Opportunity

Are you enthusiastic about climate action, training and development of the Canadian workforce, micro-credentials, and multi-sectoral and multi-level collaborative models/structures?

We are seeking candidates for one or more Research Assistant position(s) to join our team to provide a breadth of research and project coordination support activities. While funding is fixed for this position, we are open to exploring structuring the opportunity for the right individual(s), with a minimum commitment of 2 days per week and a maximum of 4 days per week for a duration of 12 months. The contract will run from approximately Sept 1, 2022, to Aug 30, 2023.

Compensation for the role(s) will depend on the agreed upon time commitment (2-4 days per week) and structure of the role (employee vs contract) but will be approximately \$23-26 per hour.

Key Responsibilities

This position would work closely with various team members and subject matter experts and does not require in-depth knowledge or experience in all the associated domains (i.e., workforce development, climate action, micro-credentialing, and transition leadership), although interest in several and experience in some of the domains would be preferred.

The role can be completed remotely from anywhere within Canada, with preference for candidates able to work within Pacific or Mountain time zones. Candidate(s) will be required to supply their own computer/laptop and ensure they have access to a workspace that allows for the candidate to thrive professionally.

The Research Assistant will be asked to complete the following activities:

- Perform research and synthesize material in the form of literature reviews, summary reports, briefs, presentations, and other project communications collateral.
- Provide foundational quantitative and qualitative data analysis and evaluation support (e.g., programming in statistical software and basic statistical analyses).

- Support with outreach, lead the scheduling of interviews and focus groups, attend and take notes during primary data collection instances, confirm accuracy of transcriptions, and ensure all data collection protocols are followed.
- Assist with the development, deployment, and data synthesis of surveys.
- Develop and maintain protocols, templates, and tracking tools throughout the entirety of the project.
- Assist with project reporting activities.
- Other tasks as needed where the candidate(s) skillset and workload allow.

Basic Qualifications

- Bachelor's degree in a related field; a Master's degree preferred.
- Minimum 1 year of experience in supporting research projects with multiple partners.
- Experience in qualitative and/or quantitative research.
- Proficient in administrative tools including Google Workspace, Asana, and videoconferencing tools such as Zoom, Teams, and Meet.

Professional Skills

- Superior technical writing skills including editing abilities.
- Strong organizational skills, superior attention to detail, and ability to meet deadlines.
- Strong analytical, problem-solving, and decision-making capabilities.
- Superior interpersonal skills including professionalism and a collaborative attitude.
- Ability to be flexible, prioritize work independently (or seek clarification proactively), and manage multiple activities simultaneously.
- Strong orientation to supporting others on the team.

How to apply

Applications for this position will be open until 2:00pm PDT | 5:00pm EDT on August 2nd. To apply, please submit the following in ONE (1) PDF document by email to: hr@sustainableinnovation.academy with the following email header/subject line: Application to RA position.

- Cover letter, clearly articulating your desired amount or range of days of work for this contract and describing alignment of the project with your areas of knowledge, experience, or interest.
- Resumé/CV
- A brief writing sample.

Should you require accommodations throughout the application process, please be in touch.

We especially encourage candidates who identify as Indigenous, Black, People of Colour, and LGBTQAI2+ to apply.

About ASI

The [Academy for Sustainable Innovation](#) ("ASI") is a registered Canadian charitable organization dedicated to building Canada's sustainable workforce as Canada transitions towards a low-carbon, socially equitable economy. ASI creates and promotes learning experiences and programs that

cultivate and nurture the capacities, leadership practices, and mindsets needed to help manage Canada's shift to a more sustainable world.

ASI is at the intersection of climate change, social justice, and the implications for leadership that this presents. It believes in a bold new vision and mindset for leadership across Canada; one that is disruptive and emergent. ASI is well positioned to bridge the gap between the academic world and employers to ensure that leaders are developing the competencies needed to help Canada in the transition.

ASI believes that Canada needs professionals across organizations and sectors who can navigate and accelerate the transition towards a more sustainable economy. We need to accelerate and expand on the existing and traditional breadth, scale, and speed of leadership to develop capabilities in people eager to work on these opportunities.

ASI has developed its own Transition Leadership competency framework to address the gap in transition leadership competencies in today's workplace, as well as in current academic programs in Canada.

Partners

The key academic partner, the Resilience by Design (RbD) Lab housed at Royal Roads University, conducts participatory research and capacity building initiatives focused on understanding and building workforce capacity for climate action. Their most recent project was the [Adaptation Learning Network](#) (ALN), a multi-year, interdisciplinary project focused on helping professionals in British Columbia working at the front line of climate change, to integrate adaptation competencies into their professional practice, through education, training and networking ([read more here about the ALN](#)).

The interdisciplinary team from the RbD Lab are guided by principles and commitments to Equity, Diversity, and Inclusion, reconciliation, and authentic learning. Bringing a wealth of expertise and experience in climate adaptation, workforce development for climate action, learning design, competency informed learning, and micro-credentials, the team engages in a range of research, capacity building, and curriculum development projects that arise from and activate the core mandate of the RbD Lab: to engage with and empower youth and adults understanding and developing competencies that contribute to leadership for positive social change and climate action.