

POSITION DESCRIPTION

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| Position Title | Resilient Food Systems Research Intern |
| Department/School | Selkirk Innovates |
| Reports to | Sarah-Patricia Breen (Researcher) |
| Employee Group | N/A |
| Pay Grade | \$21.20/hr + 4% in lieu (for current college or undergraduate students) \$22.86/hr + 4% in lieu (for recent graduates or graduate students) |
| Total Hours | Minimum of 200 hours, potential to increase to 500 |
| Number of Positions | 1 position to start Eligibility list will be created to fill up to 2 additional positions |
| Work Term | May 1, 2024 – September 1, 2024 Start and end dates can be flexible Flexible hours per week |
| Location | Hybrid – mix of remote with travel for on-site work. |
| How to Apply | Submit resume and cover letter as attachments to sbreen@selkirk.ca by 4:00 pm April 12, 2024 Applications by email only Email subject line should read: “Application – Resilient Food Systems Research Intern” Applicants must follow cover letter instructions on page 2 |

POSITION SUMMARY

This is an internship specifically designed for students to:

- Transfer their understanding of concepts and skills learned in class to a real life project
- Develop professional competencies related to their course of studies

The intern will be supporting the Resilience and Alternative Food Networks Project (<https://selkirk.ca/about-selkirk/selkirk-innovates/social-innovation/resilience-and-food-systems>), working under the supervision of Selkirk Innovates Researcher Dr Sarah Breen. This interdisciplinary research project is exploring the role of Food Hubs in creating resilient regional food systems. This internship will take place in a combination of in-person and virtually. Travel for in-person events may be required.

Key tasks will include: assisting with research interviews, managing interview transcripts, qualitative data analysis, virtual attendance of Food Hub community of practice meetings, assisting community partners with a food distribution pilot project, and other similar tasks. The ideal candidate is an organized and communicative career-oriented individual who is looking to gain valuable work experience and professional networking opportunities.

The role will be based at Selkirk Innovates, the Applied Research and Innovation department of Selkirk College. In addition to fulfilling their research responsibilities, the intern will support the department’s operations and/or interdepartmental collaborations.

The internship is open to students enrolled at any post secondary institution, so long as they reside in British Columbia. The successful applicant will be required to enroll in the Selkirk Innovates applied research internship training program, which currently does not have a fee. Applicants may be offered a position on an eligibility list to fill similar positions if available.

COMMITMENT TO INCLUSIVE EXCELLENCE

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with our strategic commitment to Diversity and Inclusion, Selkirk College strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. Selkirk Innovates seeks qualified candidates who share our commitment to equity, diversity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from First Nations, Métis and Inuit peoples, members of racialized communities (“visible minorities”), persons with disabilities, women, and persons who identify as 2SLGBTQ+.

MAIN DUTIES AND RESPONSIBILITIES

Specific duties will depend on the position the successful applicant is selected for. Skills required may include some or all of the following:

- Assisting with research interviews following a pre-set guide
- Managing interview transcripts
- Document content analysis: reviewing documents to identify existing best practices, supports, strategies
- Analyzing qualitative data using data analysis programs (e.g., Excel, NVivo)
- Assisting community partners with food distribution mapping
- Clearly and professionally summarizing findings in the form of tables, written briefs, and presentations

QUALIFICATIONS

- Interest in resilient food systems and regional development
- Experience with qualitative data collection methods like focus groups, surveys, and semi-structured interviews
- Qualitative data analysis skills
- Ability to engage business owners and community partners
- Strong oral and written communication skills, including the ability to take detailed notes, write reports, and develop presentations
- Ability to complete tasks under pressure and be flexible
- Ability to prioritize work and meet deadlines
- Excellent interpersonal and time management skills
- High level of professionalism
- Ability to work independently or as part of a team
- Access to a personal computer with Microsoft Office programs and a suitable home workspace
- Priority may be given to applicants with educational backgrounds related to food studies, environmental management, geography
- Knowledge of the Kootenay region will be considered an asset
- Experience with GIS will be considered an asset

RESUME AND COVER LETTER INSTRUCTIONS

Applicants are required to submit their resume and cover as attachments. The cover letter should include the following:

- Summary of why you are interested in the position.
- Explanation of how your skills and experience are relevant to the position.
- Explanation of how you meet the required qualifications.

Cover letters can be up to two pages in length. Your cover letter will be evaluated as a sample of your writing and communication skills. As such, cover letters written by Chat GPT will be disqualified.