

## Job Posting: 3536 - Position: Researcher / Policy Analyst

<b>Co-op Work Term Posted:</b>	Spring
<b>Application Deadline</b>	11/07 11:59 PM
<b>Application Method:</b>	Career Bridge
<b>Posting Goes Live:</b>	10/27 10:27 AM
<b>Job Posting Status:</b>	Expired

### Company Information

<b>Organization</b>	Government of Canada
<b>Salutation</b>	Mr.
<b>Job Contact First Name</b>	Jane
<b>Job Contact Last Name</b>	Doe
<b>Contact Title</b>	Principal Human Resources
<b>Address Line One</b>	Consultant Suite 1234, 1234 Jasper
<b>City</b>	Avenue Edmonton
<b>Province / State</b>	Alberta
<b>Postal Code / Zip Code</b>	T1K 3M4
<b>Country</b>	Canada

### Job Posting Information

<b>Term Posted</b>	Spring
<b>Job Title</b>	Researcher / Policy Analyst
<b>Duration</b>	4 Months/Poss. Extension
<b>Job Location</b>	Edmonton, Alberta
<b>Job Description</b>	

#### THE OPPORTUNITY:

This opportunity will provide you with insight into how government works, particularly as it relates to the delivery of programs and services. You will be part of an energetic team that must frequently respond to emerging issues and through assisting with innovative projects currently underway or in development. You will be conducting research or analytical studies to support program / policy development and other operational initiatives, as well as identifying statistical data and reliable information sources, undertake analyses, establish and maintain databases and prepare presentation materials.

#### TYPICAL DUTIES FOR THIS POSITION INCLUDE:

- \*Research and compile a compendium of federal and provincial programs aimed at Indigenous economic development.
- \*Analyse the issues and supports required to enable persons with disabilities to become entrepreneurs in Alberta.
- \*Comparative review of WD's agreements against the program Terms and Conditions.
- \*Analysis of WD's role in advancing social economy.

\*Analysis of the rural economy in Alberta.

### **Job Requirements**

#### **IF YOU ARE SCREENED IN, YOU WILL BE ASSESSED ON:**

- Strong written and oral communication skills
- Ability to multi-task, meet deadlines and work independently in a team setting
- Strong research and analytical skills
- Ability to use Microsoft Office suite of programs
- Professional manner and strong work ethic

#### **ALTHOUGH NOT REQUIRED, IT WOULD BE AN ASSET IF YOU HAVE:**

- Knowledge of Indigenous economic development issues and Indigenous communities in Alberta
- Knowledge of community development issues, especially those related to economic development
- Previous experience with a federal department

<b>Preferred Academic Level</b>	Undergraduate Graduate
<b>All Programs</b>	No
<b>Targeted Degrees and Disciplines</b>	Bachelor of Arts (BA) Masters (MA-MSC)  Anthropology Canadian Studies Economics BA English French French/Spanish General Major - Humanities General Major - Social Sciences History Master of Arts Native American Studies Philosophy Political Science BA Psychology Religious Studies Sociology Urban & Regional Studies Women & Gender Studies
<b>Projected Start Date</b>	January 08 12:00 AM
<b>Projected End Date</b>	May 04 12:00 AM

### **Application Information**

#### **Additional Application Information**

#### **THE FINE PRINT:**

Start date: 8 January (4 months, with possible extension for another 4 months)

Work hours / week: 7.5 hours per day / 37.5 hours per week

Work location: 9700 Jasper Avenue, Suite 1500, Edmonton, Alberta (Canada Place – DT Edmonton)

Salary: \$17.64 – \$21.64 – based on experience and education

Open to: Students of degree granting post-secondary institutions in Alberta currently enrolled in a co-op program with a specialization in areas such as Indigenous studies, sociology, anthropology, history, political science or public administration.

Language of Work: English

\*Successful candidates will be required to undergo a Government of Canada Reliability Clearance.

\*Preference for Canadian citizens, however, we encourage all interested candidates to apply.

\*WD is committed to having a skilled, diversified workforce reflective of Canadian society: to the equitable representation of women, aboriginal peoples, persons with disabilities, and visible minorities.

**Applications from members of these employment equity groups are strongly encouraged to self-identify in their cover letter.**

\*Successful completion of both your educational program and either a COOP, FSWEF or RAP work assignment may lead to temporary or permanent federal public service positions for which you meet the merit criteria and conditions of employment.