



Workforce Planning for Sudbury & Manitoulin (WPSM)
is hiring for the following position:
Research Assistant (Intern)
1-year contract

QUALIFICATIONS:

- University or college graduate who has graduated within the last three years from an accredited college or university. Preference will be given to graduates who reside in Northern Ontario
- Has not been employed in their field of study
- Has not previously participated in an internship program
- Must have a valid driver's license and own transportation
- Bilingual candidates preferred but not required

SUCCESSFUL CANDIDATE WILL HAVE:

- Degree or diploma in economics, political science, sociology, media relations, humanities, communications or labour studies
- Ability to pay attention to detail, take initiative and balance multiple tasks
- Strong communication, written, research, computer and presentation skills

RESPONSIBILITIES:

- Assist with labour market research initiatives (job vacancy study, industry surveys) and reports as required
- Collaborate with local committees to plan events and develop resources
- Assist the Executive Director with labour market consultations and research
- Work with the Executive Director and staff on partnership projects
- Assist with social media strategy
- Represent WPSM at key meetings with employers, educators, employment services, economic development and others
- Participate in meetings and relevant events in the catchment area (Greater Sudbury, Manitoulin and Sudbury Districts)

SALARY: \$32,487.00 – 35 hours per week with occasional evening or weekend events.

APPLICATION DEADLINE: 4:30pm on Monday, June 29, 2018

Please email your cover letter and resume to: info@planningourworkforce.ca

Only those who are selected for an interview will be contacted. Relocation costs are not available.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



Northern Ontario Heritage
Fund Corporation

Société de gestion du Fonds
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