

Job opportunity: join our team as research assistant through Canada Summer Jobs

We are seeking a Black, Indigenous (or) Person of Colour (BIPOC) or individual with a disability to work on research for a number of training initiatives at the National Screen Institute.

This job is largely funded by The Government of Canada through the Canada Summer Jobs program. To be eligible to apply, you must be aged between 15 and 30 and be legally entitled to work in Canada.

Job title: Research Assistant

Status: Full-time, eight weeks, starts on or about June 10

Wage: \$15/hr; 35 hours/week

Location: Winnipeg, Manitoba

Reports to: CEO

Application deadline: Tuesday, May 31 @ noon CT

The organization

Propelled by a visionary network of donors, private and public organizations, staff and board, the National Screen Institute supports diverse creators from across Canada to tell unforgettable stories. Through industry-informed training and mentoring in film, television and digital media, our students and alumni find their voice and place on the global stage, inspiring us to shape a better world.

The ideal candidate values equity, diversity and inclusion, and is knowledgeable about these issues. They will be a supporter of the **values which guide the work of the National Screen Institute**.

Work will be done from home with possible occasional small team meetings in person (subject to public health regulations.) All employees are required to be fully vaccinated and able to provide official verification before their first day of hire.

Overview

Reporting to the CEO, under the supervision of the director of operations and director of partner support, the research assistant will provide support to the administrative, communications and business development departments.

Responsibilities

- Working with the administrator of programs and operations and the outreach and engagement lead, research and add contact information to a corporate database.
- Research and identify potential applicants for a Manitoba community film initiative.
- Research funding sources and organizations working with new Canadians for an upcoming filmmaking initiative designed for immigrants / refugees.
- Assist the director of partner support with research on potential funders, updates to funding information, community organizations and other key outreach contacts.
- Other tasks as required.

Skills and experience

- Excellent research skills
- Proficient with databases and data entry
- Highly self-motivated and detail-minded
- Good communication and interpersonal skills
- Ability to work individually and as part of a team
- Post-secondary education

We encourage you to review the [National Screen Institute website](#) prior to applying.

The National Screen Institute is committed to supporting individuals from underrepresented communities including Black, Indigenous, People of Colour, women, lesbian, gay, bisexual, transgender, queer or questioning and two-spirit (LGBTQ2S+), people with disabilities, those outside large urban centres, those from regional and remote areas and various religious groups. Please let us know if you identify with any of these on your application.

Please submit a resume indicating relevant experience and a cover letter expressing your interest in the position to careers@nsi-canada.ca.

If you require accessibility accommodations to complete your application, please email careers@nsi-canada.ca.

The National Screen Institute thanks all candidates for their interest. Only those selected for an interview will be contacted.