



Ally Global Foundation
Research Support Officer

Job Title: Canada Summer Jobs Program I Research Support Officer

Full-Time Term, 8 Week Contract: June 14, 2021 - August 20, 2021. Dates are flexible with possible opportunity to extend.

Location: Vancouver - Fairview*

**COVID-19 requirements will be followed to ensure your health and safety are prioritized*

Description

Ally Global Foundation, a registered Canadian charity based in Vancouver, BC, seeks a highly organized and motivated team player. At Ally, we help survivors of human trafficking find healing through safe housing, education and aftercare in Asia and Canada.

This is an opportunity for an individual to assist in producing a Canadian awareness project to support the prevention of human trafficking. You will work alongside our leadership team and be responsible for research administrative support, data preparation and management, and data analysis.

Requirements

You must be a student currently enrolled in post secondary or graduated this year, and must be 30 years of age or younger (in compliance with Canada Summer Jobs Program requirements). You are highly administrative, organized, and a clear communicator with excellent written skills. You must have a passion for social justice, proven experience planning and organizing projects, as well as proficiency in Microsoft Office and Google Suites.

- Minimum post-secondary degree or diploma
- Minimum of 1 year research experience
- Able to work in both team and solo environments
- Integral and able to maintain strict confidentiality
- Recommended: basic knowledge of human trafficking in Canada

Responsibilities

- Administration and organization of research
- Research and data collection
- Analysing research, surveys and interviews
- Creating and presenting information

- Coordinating, scheduling and facilitating interviews
- Attending strategy and planning meetings

Compensation

\$15.00/hour for 35 hours per week.

How to Apply:

If you have a passion for human trafficking prevention and want to further the mission of Ally, please email a cover letter, resume and reference letter to Lani Baybay at lanib@allyglobal.org with the subject line "Re: Application - Research Support Officer"