

Employment Opportunity: Market Research Assistant, Edmonton Maps Heritage

Posting date: May 19, 2017

Closing date: May 31, 2017 at 4:00 pm

Full Time, Term Position: 35 hours/week

Term: 11 weeks from mid-June to mid-August

Compensation: up to \$18.00/hour based on experience

Are you passionate about heritage and public engagement and eager to develop skills in market research? The Edmonton Heritage Council seeks a Market Research Assistant to support community consultation for its interactive online mapping platform Edmonton Maps Heritage.

With support from the EHC's Communications Coordinator, you'll spend the summer planning a comprehensive engagement plan, seeking input from diverse stakeholders and reporting your findings to EHC staff. Your work will heavily influence the next phase of development for Edmonton Maps Heritage, contributing to an interactive mapping platform that thrives on the stories and reflections of Edmontonians.

As an employer, the Edmonton Heritage Council welcomes diversity, promotes individual growth and strives to be an excellent employer within Edmonton's cultural sector. Our vision is an Edmonton that embraces its diverse heritage, inclusive of all people, communities and cultures on Treaty Six territory, consistent with the principles of truth and reconciliation, and engaging with the past to create a vibrant and inclusive future. If you are keen to gain experience in a positive organizational culture that thrives on teamwork and collaboration, we would like to hear from you.

Key Responsibilities and Duties

- Develop a consultation plan, including target groups, survey platforms, and schedules
- Conduct market research on Edmonton's cultural communities and representatives
- Contact and visit numerous diverse stakeholders to schedule meetings or present alternative surveying options
- Collect formal data or take notes on informal anecdotes that offer insight into Edmontonians' thoughts and ideas on local heritage and mapping platforms
- Report your findings to the EHC based on collected formal and information data
- Make recommendations for the future development of Edmonton Maps Heritage

As the position is expected to travel. Preference will be given to those with access to a vehicle, though willingness to use public transit is a possible alternative.

Qualifications

- Registered in a post-secondary program with knowledge of the cultural sector
- Working knowledge of interactive mapping platforms, online surveying platforms, and related digital technologies
- Strong speaking and presentation skills coupled with confidence in engaging with diverse stakeholders and communities
- Ability to conduct market research, report findings, and make recommendations based on the research findings.

Physical Requirements

- There are minimal physical requirements such as infrequent setting up of table and chairs for meetings, moving boxes of meeting-related items in and out of vehicles, and traveling off-site to other locations whose facilities may be basic.

Conditions

As this job is funded through the Young Canada Works (YCW) program, the applicant will need to meet certain requirements in an interview setting. Applicants must:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada.
- be legally entitled to work in Canada.
- be between 16 and 30 years of age at the start of employment.
- have finished the school term at the start of employment.
- meet the specific eligibility criteria of the program to which you apply.
- be registered in the YCW online candidate inventory.
- be willing to commit to the full duration of the work assignment.
- not have another full-time job (over 30 hours a week) while employed with YCW.
- intend to return to full-time studies in the semester following the YCW assignment.

Please email your cover letter and resume in a single pdf document to:

Ryan Stephens, Communications Coordinator, Edmonton Heritage Council

Email: rstephens@edmontonheritage.ca

Closing Date

Applications will be reviewed immediately upon submission and accepted until **Wednesday, May 31, 2017**. More information is available by email only. For more information about EHC and its work, visit www.edmontonheritage.ca

The Edmonton Heritage Council thanks all applicants for their interest. Only candidates considered for interviews for this position will be contacted.