# Research Associate

## Position Description

The Research Associate supports the Manager of Research & Knowledge Mobilization with the scoping, execution and delivery of research projects and knowledge mobilization materials to support safer and more sustainable marine shipping in Canada. The delivery of these research projects requires and builds on a variety of science, communication, critical thinking and project management skills.

## Key Responsibilities and Expectations

Direct report to the Manager of Research & Knowledge Mobilization. As a key member of a small highly motivated matrixed team, the Research Associate provides input into all aspects of Clear Seas' activities. Tasks include:

- Conduct horizon scanning to identify research gaps and potential research opportunities for Clear Seas.

- Execute literature searches, state-of-the-art assessments, critical thinking, and issues analysis.

- Apply geomatics, geographic information systems (GIS), mapping, analytic, data visualization skills and data management skills to interpret and share research results.

- Lead the development of research concepts into research proposals; develop research project proposals, synopsis sheets and requests for information or requests for proposal.

- Write draft reports and other project documentation.

- Design and delivery of infographics.

- Support the incorporation of Traditional Indigenous Knowledge into research efforts and provide research and mentorship support to Clear Seas' Indigenous Internship program.

- Participate in Clear Seas internal Reconciliation process.

- Represent Clear Seas at various working groups and conferences.

- Perform all duties in compliance with Clear Seas policies and directives, assist in maintaining a positive, respectful work environment and assist in common tasks to maintain a high standard of occupational health and safety.

- Any other related tasks as required.

**Preferred Qualifications**

- Graduate of a post-secondary program in science, technology, engineering or equivalent.

- Experience applying research principles to create robust projects with clear and achievable objectives.

- Understanding of project management practices.

- Excellent time management practices.

- Strong verbal and written communication skills.

- Planning, problem-solving and prioritizing skills.

- Self-motivated, independent and innovative.

- Interest in and familiarity with environmental issues.

- Advanced knowledge of MS Office products (i.e., Outlook, Word, Excel, and PowerPoint).

- Knowledge of QGIS and/or ArcGIS for basic cartography.

- Knowledge of Arc Online and web integration is an asset.

- Experience with statistical and computational data analysis (i.e. Python, R, or Matlab), and data visualization and infographic design (i.e. Adobe Illustrator) is an asset.

- Knowledge of commercial marine shipping issues is an asset.

- English is essential; bilingual French/English is an asset.

**Location**

Clear Seas' office is based in downtown Vancouver. All staff are currently working from home due to the Covid-19 pandemic. We anticipate a return to in-office work when safe to do so, with the flexibility for some remote work part-time. Other locations of work within Canada will be considered.

**Salary Range**

$55,000-65,000 per year, depending on experience.

**Please submit your cover letter and resume to [info@clearseas.org](mailto:info@clearseas.org) no later than May 12, 2021.**