



**Job Title:** Research Support Officer

**Deadline:** March 25, 2022

**Anticipated Start Date:** May 2, 2022, pending confirmation of funding

**Status:** Full-time, contract (16 weeks, 37 hours per week)

**Rate of Pay:** \$16.75/hour

**Location:** Sault Ste. Marie, Ontario, working remotely if required by Covid-19 protocols

The Invasive Species Centre connects stakeholders, knowledge, and technology to prevent the spread of invasive species to protect Canada's environment, economy, and society. Incorporated as a not-for-profit in 2011 as a hub for collaboration and knowledge sharing, we have grown into a respected collaborator and leader in invasive species knowledge and action. We rely on values of sustainability, collaboration, credibility, professionalism, and efficiency to achieve our vision of a Canada where land and water are protected from invasive species.

**Job Summary:**

The **Research Support Officer** will:

- Work on the development of projects which improve biodiversity and prevent and reduce the invasion and spread of invasive species in Canada
- Contribute to planning, writing, and reviewing scientific and technical reports and articles
- Have the opportunity to participate in public outreach activities, virtually or in person, to increase awareness and promote community action against the introduction and spread of invasive species

**Key duties** of the Research Support Officer include:

- Help in the identification of knowledge gaps in the impacts of invasive species that will be used to identify areas of future research and future action
- Assist with the development of quantified information illustrating the impacts of invasive species
- Support staff with further investigation and development of priority invasive species tools
- Research in relation to the economic impacts of invasive species
- Assist with the planning, writing, and reviewing of scientific and technical reports and articles
- Gather, research, and help to prepare communications materials regarding invasive species
- Provide general research support to staff in day-to-day programs coordination and deliverables
- Other duties as assigned

**Minimum Qualifications:**

- The candidate should be enrolled in a post-secondary academic study or have relevant experience in natural science and/or environmental science. The successful candidate must have the ability to work from home and have access to a computer.

**Minimum Competencies:**

- Demonstrated computer proficiency and experience with Microsoft Office software
- Knowledge of invasive species issues, and strong interpersonal and communication skills with an emphasis on writing
- Demonstrated high standard of excellence with work processes and outcomes, speak and write clearly and accurately, be helpful and team-oriented, manage time well, and be receptive to feedback.

**Preferred Qualifications:**

- Job experience in the areas of research, information gathering, summarizing, and synthesizing relevant information, and finalizing research information for communication to internal staff and external stakeholders and partners
- Additional experience or certification in science research or science communications/outreach would be considered an asset

**Other requirements:**

- Between 15 and 30 years of age at the start of the employment\*
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- The candidate will need to comply with all ISC policies including the COVID vaccination policy

\*The candidate must be 15 years of age at the beginning of the employment period. The candidate may be more than 30 years of age at the end of the employment period as long as the candidate was 30 at the beginning of the employment period.

**Please submit one document with a cover letter and resume (which includes your education and work experience history) to:**

Paula Beemer, Executive Assistant  
Invasive Species Centre, 1219 Queen Street East, Sault Ste. Marie, ON P6A 1E5  
Email: [info@invasivespeciescentre.ca](mailto:info@invasivespeciescentre.ca)

**No telephone calls, please. Only candidates chosen for an interview will be contacted.**

*The Invasive Species Centre is an equal opportunity and accessible employer and encourages youth with disabilities, Indigenous youth, and visible minority youth to apply. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.*