

CANADA SUMMER JOBS POSTING – NAJC ORGANIZATION AND METHODS RESEARCHER

The National Association of Japanese Canadians (NAJC) is looking for an Organization and Methods Researcher to work with the NAJC this summer. The role will be a full-time role that is expected to start May 1 and last for 2-4 months. The period of employment will be negotiated with the successful candidate. This position is dependent upon the NAJC being successful in receiving a grant from the Canada Summer Jobs program.

We will be offering an hourly wage of \$17.00 plus four percent vacation pay in lieu of vacation.

While the NAJC office is located in the Calgary Nikkei Cultural and Senior Centre in Calgary, we are willing to offer remote working arrangements for anyone interested in this position from across Canada. The role will generally work during the days between Monday to Friday and will report to the NAJC Executive Director. The successful candidate will have the ability to work independently.

RESPONSIBILITIES

The job is primarily focused on gathering, compiling and summarizing information about the Japanese Canadian community and the organizations that exist to support the community.

- assist in the compilation of information and data to support the development of the organization's strategic plan and support organizational capacity building
- research the existence of organizations supporting the Japanese Canadian community and do outreach to initiate contact, exchange information and seek collaboration
- compile information and data from membership and community surveys
- analyze information generated from Statistics Canada censuses
- review and assess information to identify trends, patterns, emerging issues
- identify improvement opportunities, best practices, recommendations
- set up an information repository and database to hold the information generated for future reference
- present summary of findings and a report that will be presented at an organizational membership meeting

SKILLS AND EXPERIENCE

This position requires the candidate to have a laptop computer and be proficient with:

- Microsoft Suite (Word, Excel, Outlook Email)
- Data analysis experience or aptitude

The following skills are also desirable but we are willing to offer training for these skills:

- Microsoft Suite (PowerPoint, One Drive (shared folders))
- Social Media (Facebook, Twitter, Instagram)

Note that Japanese language skills are not required but would be highly advantageous in this position.

TO APPLY:

This position will be posted and accepting applications until a successful candidate has been hired. Please go to the following Google Form to complete an application for this job:

<https://forms.gle/kUaCE4vUvcVQLNjN6>

Should you have any questions about this posting, please contact Kevin Okabe at ed@najc.ca