ecoCity Footprint Tool Pilot Research Assistant Job Description

Background

The School of Construction and the Environment (SOCE) at British Columbia Institute for Technology (BCIT) will be working with four BC communities to pilot the ecoCity Footprint Tool, developed by Dr. Jennie Moore, Associate Dean at the School of Construction and the Environment. The ecoCity Footprint Tool will provide four key outputs to support community planning, including: an ecological footprint, a consumption-based greenhouse gas (GHG) emission inventory, a territorial GHG emission inventory and an urban metabolism. A prototype of the Tool has already been tested by the City of Vancouver and is informing the strategies, actions, and monitoring methods for their “Greenest City 2020 Action Plan”.

Job description

The project team is seeking research assistants to contribute to the project. One student will be assigned to each of the pilot communities (Vancouver, North Vancouver, Victoria, and Saanich). These students will, under the supervision of Dr. Moore and a project manager:

- Collect the data required to populate the ecoCity Footprint Tool and to conduct policy analysis.
- Contribute to the analysis of the data.
- Participate in and act as note-takers during workshops and meetings.
- Prepare reports based on their work, providing a reflective analysis on feedback from testing the Tool.

The successful candidate will receive guidance from Dr. Moore and the project manager and will enhance their knowledge base on the application and theory of residential-based urban metabolism studies, consumption-based greenhouse gas emissions inventories, and ecological footprint analysis. Students will be guided on what data is needed and how to locate key data inputs from municipal sources and on how to convey that data into information outputs about resource demand using the Tool.

The Research Assistant will be liaising with outside stakeholders in order to support data collection needs. As such, it will be essential for the successful candidate to demonstrate a high degree of professionalism and strong communication skills in their role of collecting data on behalf of the municipality. The successful candidate may also be asked to sign a non-disclosure agreement that prevents them from sharing their work and related findings including all information pertaining to the use and operation of the ecoCity Footprint Tool.

Specific duties will include:

- Collect and enter data in an organized manner.
- Analyze and evaluate data and derive information from it.
• Maintain records and data.
• Handle and protect confidential data and information with utmost care and integrity (e.g., maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary).
• Prepare charts, diagrams and tables to assimilate statistical data.
• Conduct and summarize results of interviews.
• Manage and respond to project related email.
• Attend project meetings and workshops, including serving as a note-taker.
• Summarize project results and prepare progress reports.

Minimum qualifications/requirements:

• Bachelor credential (Masters Student or graduate credential preferred), particularly in a related discipline, e.g. urban studies, planning, civil or environmental engineering, urban geography, environmental studies.
• The candidate must have knowledge and experience in software such as Microsoft Word and Excel.
• Experience with data collection and analysis.

Desirable qualifications:

• Academic and/or work experience related to the field of research.
• Experiencing accessing and using statistical databases at state and/or national level as they pertain to human and urban geography.
• Experience working in local government.

Aptitudes:

• Excellent analytical skills.
• High degree of professionalism.
• Good written and oral communication skills.
• Self-motivated, responsible and resourceful.
• Good time management and organizational skills.
• Capacity to adapt to new research methods and work schedules quickly.

Total hours: Approximately 200 hours will be required from each student between February and December 2017, with the majority of the hours being allocated during data collection phase (February – May). Compensation: $14.16/hour

Please submit resumes and a cover letter to Andrea Dusanj at Andrea_Dusanj@bcit.ca by February 23, 2017. No phone inquiries please.