

## POSITION DESCRIPTION

Position Title	Cannabis Economic Development Research Intern
Department/School	Selkirk Innovates
Reports to	Tracey Harvey (Project Director, Researcher)
Employee Group	N/A
Pay Grade	\$21.97/hr + 4% in lieu (for current college or undergraduate students) \$23.97/hr + 4% in lieu (for recent graduates or graduate students)
Total Hours	420 hours
Work Term	May 12, 2025 – September 12, 2025 Start and end dates are somewhat flexible
Location	Remote work from your home office. Intern must have their own desktop or laptop computer and reside within BC. Possible in-person data collection and occasional meetings on site when needed within the RDCK & RDKB areas
How to Apply	Submit resume and cover letter as attachments to <a href="mailto:tharvey@selkirk.ca">tharvey@selkirk.ca</a> by 4:00 pm April 25 <sup>th</sup> , 2025 Email subject line should read: "Application – Cannabis Economic Development Research Intern Position" Please follow instructions for cover letter on page 2

## POSITION SUMMARY

This research project aims to better understand the barriers and opportunities in developing the regional cannabis sector and to co-design, co-pilot and co-evaluate viable action plans generated by diverse stakeholders. This student intern position focuses on conducting background research for a regional branding and marketing initiative.

This student internship position is specifically designed for students to:

- Transfer their understanding of concepts and skills learned in class to real life projects
- Develop professional competencies related to their course of studies

Reporting to the Project Director, and the Community Researcher, the student intern will:

- Support the gathering of data through surveys, interviews and focus groups.
- Analyze data gathered (in Excel and NIVIO) and produce executive summaries of results.
- Support the creation and execution of an implementation plan for potential action items, including a Kootenay Brand, a Kootenay certification program, a regional appellation program, a Cannabis Quality Alliance (modelled after the VQA) designation, and a robust marketing campaign that may include Kootenay based podcasts, a docuseries, producer profiles, and the development of a cannabis trail among various other components.
- Support regional engagement events with outreach, planning, documentation and follow-up.
- Facilitate and organize an event that brings industry personnel and government together to build relationships and support.
- Other assigned duties primarily aimed at supporting research for the economic development of the regional cannabis sector, and marketing and branding the regional cannabis sector.

**BUILDING  
REMARKABLE  
FUTURES**

The ideal candidate is a career-oriented individual who is looking to gain valuable work experience and networking opportunities. The role will be based at Selkirk Innovates, Selkirk College's department that focuses on Applied Research and Innovation. In addition to fulfilling their research responsibilities, the intern will support the department's operations and/or interdepartmental collaborations.

This internship will primarily take place virtually. Some in-person work on site may be requested within the RDCK and RDKB for focus groups, interviews, and/or meetings.

The successful applicant will be required to enroll in the Selkirk Innovates applied research internship training program, which currently does not have a fee. Applicants may be offered a position on an eligibility list to fill similar positions if available.

### **COMMITMENT TO INCLUSIVE EXCELLENCE**

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with our strategic commitment to Diversity and Inclusion, Selkirk College strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. Selkirk Innovates seeks qualified candidates who share our commitment to equity, diversity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from First Nations, Métis and Inuit peoples, members of racialized communities ("visible minorities"), persons with disabilities, women, and persons who identify as 2SLGBTQ+.

### **MAIN DUTIES AND RESPONSIBILITIES**

Specific duties will depend on the position the successful applicant is selected for. Skills required may include some or all of the following:

- Conducting literature reviews.
- Conducting desktop statistical analysis.
- Conducting professional surveys following a pre-set guide.
- Conducting document content analysis.
- Analyzing qualitative and/or quantitative data using programs (e.g., Excel).
- Clearly summarizing findings in the form of tables, reports, and written briefs.

### **QUALIFICATIONS**

- Interest in and knowledge of economic development
- Literature review skills
- Experience with data collection methods like surveys and analysis of secondary statistical data
- Data analysis skills
- Strong oral and written communication skills, including the ability to take detailed minutes, write plans or reports, develop presentations, and produce polished documents
- Ability to complete tasks under pressure and be flexible
- Ability to prioritize work and meet deadlines
- Excellent interpersonal and time management skills
- High level of professionalism
- Ability to work independently or as part of a team
- Access to a personal computer with Microsoft Office programs and a suitable home workspace
- Knowledge of the regional cannabis industry and Canadian cannabis policy is an asset

### RESUME AND COVER LETTER INSTRUCTIONS

Applicants are required to submit their resume and cover as attachments. The cover letter should include the following:

- Summary of why you are interested in the position.
- Explanation of how your skills and experience are relevant to the position.
- Explanation of how you meet the required qualifications.

Cover letters can be **up to two pages in length**. Your cover letter will be evaluated as a sample of your writing and communication skills.