



## Manitoba Islamic Association Research Assistant Job Posting

<b>Job Title:</b>	Research Assistant	<b>Date Range:</b>	June 5, 2021
<b>Organization:</b>	Manitoba Islamic Association	<b>Travel Required:</b>	Yes
<b>Location:</b>	2445 Waverley St.	<b>Position Type:</b>	Full time, Summer Intern
<b>Posting Expires:</b>	May 19, 2021		
<b>HR E-mail:</b>	Office@miaonline.org		

### Job Description

The Manitoba Islamic Association is currently seeking all qualified applicants to apply for the summer term position as **Research Assistant**

#### Role and Responsibilities

- Conduct research on the needs of the Muslim community in Manitoba, best practices in various aspects of community work, Islamophobia in Manitoba, and Canada
- Prepare briefings and presentations on the above topic.
- Setup meetings with political and civic leaders to discuss issues of concern for the Muslim community in Manitoba
- Conduct research on some or all of the following topics:
  - Needs of the Muslim community in Manitoba
  - Impact of federal, provincial and civic policies on the Muslim community in Manitoba.
  - Islamophobia in Canada and on the prairies.
- Expected to write summary reports and prepare briefs for Muslim community leaders, organize and attend meetings and prepare a final report describing research outcomes.
- Following up on leads and making sure requested information is received in a timely manner so as not to delay a project and/or timelines.
- Able to multitask, often answering questions or consulting on more than one project at a time.
- Collect and log research data.
- Check facts, proofread, and edit research documents to ensure accuracy
- Must follow all policies and procedures including MIA's privacy policy.

#### Qualifications and Education Requirements

- This position requires age 30 and under legally entitled to work in Canada (funded by Canada Summer Youth Employment Grant).
- Must be patient; enjoy working multi-cultural people and high energy.
- Must be fluent in English (written and oral communication).
- Ability to use Microsoft Office efficiently.

**Deadline: Open until filled**

**Note: This position is contingent upon approval of Canada Summer Jobs.**