

Research Assistant (Summer Student)

Envision Saint John (Agency) is the Saint John Region's lead economic development and visitor attraction agency, tasked with sustainably growing our economy and population. We are governed by an independent Board of Directors and actively supported by the municipalities that are our key funding partners - Saint John, Quispamsis, Rothesay, Grand Bay-Westfield, Hampton, Fundy-St. Martins, and the Fundy Rural District.

Envision Saint John is a convener, bringing together diverse stakeholders to develop a shared economic vision. We function as an economic intelligence hub, gathering and interpreting economic data that informs strategic decision-making. We work as an innovation accelerator, creating platforms and support mechanisms that help businesses and entrepreneurs start up and scale up. We are storytellers, crafting compelling narratives that attract visitors and new residents and reveal the region's economic potential to local, provincial, national, and international audiences.

Role Description

As a Research Assistant (Summer Student), you will support the planning, delivery, collection, and analysis of the Saint John Region Newcomer Survey, a biennial survey that captures newcomer settlement and integration experiences across the Saint John Region. This role is designed as a youth research opportunity and is ideal for a student interested in applied research, data analysis, and community engagement.

You will contribute to evidence-based insights that inform regional planning, service delivery, and decision-making. Success in this role requires strong analytical skills, attention to detail, and the ability to adapt outreach and research approaches as data collection progresses. You will work collaboratively with internal teams and community partners to ensure findings are accurate, relevant, and accessible to a wide range of stakeholders.

What you will do:

- Support the implementation of an outreach strategy to promote the Newcomer Survey through partner networks, communication channels, and community-based activities, adjusting tactics as needed to support participation and representation.
- Monitor survey responses during the data collection phase and help identify gaps in participation, contributing to targeted outreach efforts to improve data quality.

- Conduct desktop research using past survey cycles and relevant literature to identify trends, challenges, and opportunities related to newcomer settlement and integration, supporting comparison over time.
- Analyze quantitative and qualitative survey data to identify key themes, trends, and actionable insights, ensuring findings are clearly documented and evidence-based.
- Develop content for a concise results summary and executive-style report, including key findings, insights, and practical recommendations for stakeholders.
- Collaborate with the Marketing and Communications team on the development of the final report, acting as a subject-matter resource on data interpretation and findings.
- Other duties as may be called upon from time to time.

Your qualifications:

- Currently enrolled in or recently completed post-secondary studies in a related field (e.g., social sciences, public policy, economics, business, data analytics, or community development).
- Demonstrated interest in applied research, data collection, and community-based work.
- Experience (academic or applied) with surveys, research methods, and/or data analysis.
- Comfortable working with data and translating findings into clear, accessible insights for non-technical audiences.
- Strong communication and organizational skills, with the ability to manage timelines and work independently.
- Collaborative and professional approach when working with internal teams and external partners.
- English essential—both written and verbal. French and other languages will be considered an asset.
- Be between 15 and 30 years of age (inclusive) at the start of employment

Why Envision Saint John?

- **A Culture of Inclusivity:** We embrace and celebrate individual differences, creating an inclusive environment where every team member's voice is valued. We believe in harnessing the collective power of diverse perspectives to drive creativity and excellence in everything we do.
- **Empowerment and Autonomy:** We trust our employees to make informed decisions and take ownership of their work. Empowerment and autonomy are the pillars of our work culture, allowing you to unleash your full potential and bring your best ideas to life.

- Collaboration at Its Best: You'll be part of a collaborative ecosystem that encourages open communication and cross-functional collaboration. Together, we create a supportive network that helps each other succeed.

Benefits:

- Hourly Wage: \$ 21.00 (approximately 37.5 hours per week)
- Regular team-building activities and social events

How to apply:

Please submit your cover letter and resume to:

Chloe Goodyear, Administrative Assistant

Email: recruit@envisionsaintjohn.com

Deadline to apply:

March 27, 2026, 5:00 PM

We thank all applicants for their interest; however, only those candidates who are being considered for an interview will be contacted.