



## Research Support Officer, Operations (x2)

### Role Overview:

- **Title:** Research Support Officer, Operations (x2)
- **Type:** Full-time contract, June 1 – July 31, 2026 (8 weeks, 35 hours/week)
- **Geography:** Remote (Canada)
- **Reporting to:** Chief Operating Officer

### Job Description:

The Research Support Officers will join the operations team to support annual reporting, database management, event planning, and the coordination of virtual meetings. A central focus of this role will be helping to plan and execute the KBH+ Conference 2026, taking place October 18–21 in Calgary, Alberta.

### Key Responsibilities

- Review project reports and assist with data synthesis, entry, and formatting, following up with project teams as needed
- Support the planning and coordination of the KBH+ Conference 2026, including early-stage logistics such as the event app, event layout, and sourcing materials; participate in regular planning meetings and maintain accurate documentation
- Collaborate with the communications team to develop content promoting the conference, along with impact stories for social media, the KBHN website, and general awareness
- Maintain the KBHN database by collecting materials, supporting data clean-up and tracking, and adding documents and information as needed
- Assist the COO with day-to-day tasks and attend internal staff and other meetings as required

## Skills and Qualifications

- Post-secondary education in Science, Applied Science, Business, or Social Sciences
- Excellent organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines
- Strong written and verbal communication skills
- Experience with online research; familiarity with databases is an asset
- Ability to work independently and manage tasks under remote supervision
- Comfort collaborating across a distributed team
- Proficiency with Microsoft Office Suite and a willingness to learn new digital tools
- Familiarity with AI tools to support day-to-day tasks
- A proactive, detail-oriented, and solutions-focused approach

**Apply here:** <https://form.jotform.com/261055672950257>

## Funding and Eligibility

This role is funded by the Government of Canada's [Canada Summer Jobs](#) program. To be eligible to apply, you must:

- Be between 15 and 30 years old on the job's start date
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada

Please note that international students and other temporary residents of Canada are not eligible for this position.