

**CITY OF FORT ST JOHN
JOB DESCRIPTION**

POSITION TITLE: BREATHE RESEARCH ASSISTANT
ACCOUNTABLE TO: EXECUTIVE SERVICES
DATE: MARCH 2025

NATURE AND SCOPE OF WORK

Reporting to the Manager of Executive Services, the BREATHE Research Assistant will be responsible for carrying out the objectives defined by the BREATHE research team.

BREATHE (Building Resilience to Emerging Airborne Threats and Heat Events) is a community climate resilience research project being led by researchers from the BC Lung Foundation and Simon Fraser University. The project hosts workshops throughout BC, teaching at-risk communities how to stay safe during extreme climate events, such as periods of poor air quality due to wildfires, periods of extreme heat, and other emergencies. The BREATHE team is looking for an enthusiastic student with a passion for environmental health, public health, and community engagement. The Research Assistant will support the senior project coordinator in delivering BREATHE workshops to rural and urban communities in Northeast BC that are impacted by wildfire smoke events. The research being conducted will inform government health agencies on how best to communicate with older, at-risk populations about extreme climate events and staying safe.

SUPERVISION RECEIVED

In addition to supervision by the Manager of Executive Services within the applicable department, the BREATHE Research Assistant will report to the Senior Project Coordinator with the BC Lung Foundation. The Research Assistant will be expected to deliver workshops without physical supervision.

SUPERVISION EXERCISED

None

KEY RESPONSIBILITIES

- With the support of the BREATHE team; plan, schedule, & facilitate climate resiliency workshops.
- Present and provide education to participants about DIY air cleaners and the health impacts of climate change (wildfire smoke exposure, extreme heat)
- Collaborate with local non-profits, health authorities, and First Nations communities to recruit participants for workshops.
- Travel by car to host workshops.
- Carry and move DIY air cleaner materials from storage to location (box fans, filters, tape)
- Collect qualitative data from participants through workshops and phone interviews Input research data into SurveyMonkey to be analyzed by the BREATHE team

- Provide support to the Executive Services Team as required
- Contributes to a positive work environment by modelling a respectful workplace, as per City policy.
- Takes reasonable care to protect the health and safety of themselves and the health and safety of others who may be affected by their acts or omissions at work. Properly wears protective clothing, devices and equipment provided and ensures hazards are immediately reported to Supervisors. Complies with the City of Fort St. John's Occupational Health and Safety program and all applicable policies and procedures.

CORE PERFORMANCE OBJECTIVES

- Presentation Delivery – host and deliver engaging workshops that educate vulnerable populations about air quality and provide accessible mitigation strategies
- Community Engagement – engage with community members to demonstrate and assist in the construction of DIY air cleaners
- Organizational Excellence – manage workshop materials in a manner that allows for smooth setup and takedown
- Data Collection and Analysis – interview workshop participants and other community members to collect research data

CORE COMPETENCIES

- Communication – clearly conveys and receives messages to meet the needs of all, involving listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages
- Teamwork – works co-operatively and productively with others to achieve results
- Problem Solving and Judgment – Assesses options and implications in order to identify solutions
- Results Oriented – knows what results are important, focuses resources to achieve those in alignment with the goals of the organization
- Adaptability – shows personal willingness and ability to effectively work in, and adapt to change

PERFORMANCE FACTORS

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|---------------------------------|------------------------------|
| • Knowledge, Ability and Skills | • Reliability |
| • Customer Service | • Attendance and Punctuality |
| • Quantity of Work | • Compliance |
| • Cooperation | • Health & Safety |

REQUIRED SKILLS, QUALIFICATIONS, LICENSES, CERTIFICATIONS AND REGISTRATIONS

- Enrolled in a post-secondary program and returning to school in the fall, with preference given to those in health sciences, environmental science, sustainability, public policy, or related fields.
- Ability to work independently and as part of a team.
- Excellent communication, customer service, and interpersonal skills.
- Ability to exercise initiative and good judgement when completing work assignments
- Valid Class 5 Driver's License and access to a vehicle.
- Comfortable travelling alone for short day trips around the Northeast BC region; some overnight trips may be required.
- Ability to communicate effectively with supervision, partner organizations, and members of the public. Enjoys public speaking and presenting to a group.
- Proficient with computers and mobile devices, including Microsoft Office applications.
- The successful candidate must be able to pass and maintain a clear Police Information Check.

PHYSICAL DEMANDS

This position may entail lifting, climbing, walking, standing for long periods of time, sitting for long periods of time, looking at a computer for long periods of time, and lifting and/or moving items that can weigh up to 25 lbs.

GENERAL

The BREATHE Research Assistant shall meet the level of satisfactory performance in each of their responsibilities and annual work objectives/ development plan. The quality of work expected, shall be based on measurable volume and compared against meaningful standards, and considering any unusual conditions which affect output. The quality of performance expected will be based on the frequency of errors, efficient use of resources, excellence of workmanship, and measured against work objectives and division performance measures.

Formal application, rating of education and experience, oral interview and reference checks, and job-related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.