

Research Assistant

Job Summary

The Manitoba Environmental Industries Association Inc. (MEIA) is seeking a motivated individual to help facilitate projects and complete research and administrative duties. Working under the direction of the Executive Director, the successful candidate will be responsible for project research, admin duties, and supporting the Executive Director as needed.

MEIA is a not-for-profit business association supporting Manitoba's environmental business sector (environmental technology and service companies, environmental consultants), and Environmental Managers working for a wide variety of companies in Manitoba. MEIA is the Sector Council for the Energy, Natural Resources and Environment sectors in Manitoba.

Qualifications

- Demonstrated ability to work independently and organize a diverse workload
- Excellent oral and written communication skills
- Proficiency with computers, including Microsoft suite software and internet research
- Experience working with non-profit organizations is an asset

Typical Job Duties

- Research

Hours of Work

Term: July 2023 – September 1, 2023

Full time

\$17.00/hr

MEIA is an equal opportunity organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit resumes to admin@meia.mb.ca by 5:00pm Friday, June 23, 2023.

MEIA Charter Members

