



## Legal Researcher – Spring Summer

### Overview:

The Freedom of Information and Privacy Association (FIPA) is a non-partisan, non-profit society devoted to advancing access to information and privacy rights.

FIPA is looking for a researcher who can work remotely and help us collect, organize, and analyze opinions and data to solve privacy and access-related problems, explore issues, and predict the trends. If you are currently enrolled in or are a recent graduate of a post-secondary institution with a strong research background, an interest in access to information and privacy rights, and a commitment to public education and assistance, we encourage you to apply today.

The researcher will be responsible for using qualitative and quantitative techniques with a heavy emphasis on legal research. The day-to-day duties vary depending on the priorities of FIPA, the Executive Director, and the specific projects and activities. All activities will be aligned with our strategic management plan. You will build and maintain the information that underpins our advocacy work, helping us take steps that meet objectives and move us toward our goals.

### Details:

- FIPA functions in a remote work environment.
- Subject to local public health restrictions, in person meetings at restaurants may be held as and when needed.
- This is a full-time temporary position for a 4-month term.
- Wages are set at \$25.00 per hour plus 4% vacation pay.
- Please send applications (cover letter, resume) to:
  - Email: [employment@fipa.bc.ca](mailto:employment@fipa.bc.ca)
  - Address: PO Box 8308 Victoria Main, Victoria, BC V8W 3R9

## Duties and Main Responsibilities:

The incumbent, reporting to the Executive Director of FIPA, will:

- Participate in projects that analyze legal documents, legislation, and jurisprudence in order to solve problems, explore issues, and predict trends in access to information and privacy.
- Prepare project-related deliverables as assigned.
- Collect, organize, and analyze data and information as assigned.
- Develop and deliver progress reports on an ongoing and ad-hoc basis for projects and activities.
- Work well as part of a team in a remote work environment with a specific focus on research in access to information and privacy.
- Ability to keep sensitive business financial information confidential.
- Other duties as assigned.

## Qualifications:

- Appropriate post-secondary training in related fields.
  - Demonstrated understanding of research methods.
  - Preference may be given to candidates familiar with legal research.
- Knowledge of access to information and privacy issues.
- Knowledge of the Microsoft Office suite of applications.
- Ability to prepare reports and findings with clear and concise advice.
- Ability to communicate effectively with strong interpersonal skills.
- Ability to collaborate with other staff.
- Ability to work independently, to work under pressure and to meet deadlines.
- A motivated self-starter who is well organized with a strong attention to detail.
- Employment equity will be a consideration in the selection process.