



**Contract work: Qualitative data analysis, Research, Writing, Reporting, Curriculum Development, Indigenous cultural resurgence and reconciliation**

[Arrive Consulting](#) is a small B.C.-based consulting company that provides a range of services including strategic planning, facilitation, curriculum development, research, communications and cultural competency/anti-racism training. We work with a wide variety of clients and partners, primarily local and provincial Indigenous organizations, Indigenous Nations, government agencies, educational institutions, and community-based non-profits.

We are seeking part-time contractors to contribute to a wide variety of tasks.

**Terms of employment:**

- This is flexible work that can fit around your other school, home and life responsibilities. You decide how many hours to work and set your own schedule.
- The work is paid hourly and will be based on your level of experience. Hourly rates can range from \$30-\$40/hour (for an undergraduate student or someone just starting out in their career) to \$40-\$60/hour (for a graduate student with 1-2+ years of experience doing similar work) to \$60-\$100/hour (for an experienced mid-career professional with 5+ years of experience doing similar work). There are a variety of tasks to fit different skill levels.
- This is a short-term opportunity that will be based on the contracts we have available at the time, but there is opportunity to grow into a more long-term role.

**The types of skills we are looking for include:**

- Writing and designing communications documents such as reports and newsletters, presentations, literature reviews, learning resources/curriculum, etc.
- Conducting research, including the development of research tools, interviews and focus groups, *qualitative* data analysis, and reporting.
- Developing curriculum and learning resources for adult learners.
- Delivering training and/or facilitating discussions.
- BIPOC ancestry or experience working within BIPOC communities and organizations is an asset.
- Experience as a facilitator, educator, consultant, or curriculum developer is an asset.

**The application process:**

If you want to find out more about the position before applying, please call Rachel Mason, Arrive Consulting owner, at the number below. We are happy to chat about the position and to provide support with the application process.



If you are interested in applying, please send an application by email which includes:

- A cover letter that explains:
  - Why you are interested working with Arrive Consulting
  - What experience you carry that is relevant to this role
  - An example of a project or initiative you were involved in that demonstrates your skills
  - Something about yourself: your passions, what you like to do in your spare time, etc.
  - How many hours per week you are interested in working.
  - We invite you to self-identify your cultural heritage in your cover letter.
- A copy of your resume
- One or more samples of your writing that are relevant to the types of work Arrive does (ex: research paper, report, communications documents, project plan, business plan, strategic plan, educational curriculum, etc.)

Our contact info is [rachel.mason@arriveconsulting.ca](mailto:rachel.mason@arriveconsulting.ca), 778-922-0534. For more information about us, please see: [www.arriveconsulting.ca](http://www.arriveconsulting.ca).

The posting will remain open until filled. We will be accepting applications as they come, and will be following up with candidates in early September. We are ideally looking for someone available to start work in September or October.