

Part Time Research Assistant

Employer: Collaboration Works International

Terms of Employment: Part Time, remote, starting in June 2025.

To Apply send cover letter and resume to: violeta@collaborationworksinternational.com including Research Assistant as the Subject.

At Collaboration Works International we partner with organizations, enterprises, and institutions to help you take projects or programs from idea to completion bringing about the change you are looking for. Within communities and throughout the world, solutions to numerous complex challenges are needed. From poverty reduction to affordable housing, from climate change impacts to sustainable development, fluid and effective collaboration of all key stakeholders is needed to achieve desired outcomes.

As we are presently expanding our areas of activities to include international trade missions, we are currently looking for a part time Research Assistant to join our team.

Job Description: Research Assistant – Nova Scotia to Latin America Trade Mission

Position Title: Research Assistant – Trade Mission Support

Employment Type: Part-time Job (10 hours/week)

Location: Remote (with occasional in-person meetings if needed)

About the Role

We are seeking a motivated and tech-savvy Research Assistant to support the planning and execution of a trade mission from Nova Scotia to Latin America. The successful candidate will play a key role in identifying and contacting potential clients, conducting market research, and assisting with other mission-related tasks. This is an excellent opportunity for individuals with a background in marketing, trade, or international affairs who are passionate about global business development.

Key Responsibilities

- **Client Identification & Outreach:** Research and compile a list of potential clients and stakeholders in Nova Scotia who align with the goals of the trade mission. Initiate outreach via email or other communication channels.
- **Market Research:** Conduct in-depth research on trade opportunities, market trends, and cultural nuances between Nova Scotia and Latin America.

- **Database Management:** Maintain accurate records of client interactions and contact details using CRM tools.
- **Event Coordination Support:** Assist in organizing virtual or in-person meetings, presentations, and networking events related to the trade mission.
- **Communication Support:** Draft professional emails, reports, and presentations for stakeholders involved in the mission.
- **Administrative Tasks:** Provide general administrative support such as scheduling meetings, preparing materials, and managing follow-ups.
- **Other Duties as Assigned:** Support any additional tasks related to the trade mission as needed.

Qualifications

- **Technical Skills:**
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
 - Familiarity with CRM tools and data management software.
 - Strong research skills using online databases and other resources.
- **Soft Skills:**
 - Excellent verbal and written communication skills.
 - Strong organizational skills with attention to detail.
 - Ability to work independently in a remote setting while meeting deadlines.
 - Problem-solving mindset and adaptability to changing priorities.
- **Preferred Experience:**
 - Knowledge of international trade practices or export development.
 - Experience working on cross-cultural business initiatives or projects.

What We Offer

- Remote work flexibility with occasional opportunities for networking and professional development.
- Hands-on experience in international trade planning and execution.
- Opportunity to contribute to a high-impact project connecting Nova Scotia businesses with new markets.

This role offers a unique chance to gain valuable experience in international trade while supporting an exciting initiative that bridges two vibrant regions.

Application Deadline:

How to Apply: Please submit your resume and a brief cover letter explaining your interest in the position to: violeta@collaborationworksinternational.com with "Research Assistant" as the Subject of the email.

Application Deadline: June 16,2025