



POSITION TITLE:	Social Science Writer
POSITION TYPE:	Full-time permanent position
COMPENSATION:	Salary range \$45,000 - \$75,000 per year, commensurate with experience
DEADLINE:	Until the position is filled
START DATE:	As soon as possible

Company Background

Integral Ecology Group (IEG) is a small employee-owned company committed to improving the ecological, cultural, and social wellbeing of people and the planet. We are a group of professionals that provide expertise at the interface between humans and their environments. We apply innovative solutions and support for effective land-use management, culture and ecosystem assessment, reclamation, cumulative effects, and environmental governance. IEG believes that with energy, determination, creativity, and commitment, we can make a positive difference in our communities. IEG has an office in Duncan, British Columbia, although most employees work remotely from their home offices.

Position Description

The successful candidate will join a small interdisciplinary team within Integral Ecology Group (IEG), working primarily with Indigenous communities, governments, and industry clients in Canada. Preference will be given to candidates who self-identify as Indigenous (First Nations, Inuit, or Métis) and are located in western Canada.

We are seeking to fill a Social Scientist position with a particular focus on supporting IEG’s Cultural team with writing-based tasks related to cultural, social, and ethnoecological research projects. This includes proposals and grant applications, literature reviews, memos, and technical and plain language reports. The position requires the ability to synthesize project-related information (e.g., interview transcripts, meeting notes, grey and academic literature) and communicate results in a way that is clear, concise, and accurate. The candidate will be expected to produce high quality written materials and generate content on the subject areas related to the position.

The ideal candidate would be able to support qualitative data analysis and follow standard methodology for qualitative research to conduct literature reviews and background research to inform reports and other deliverables as required. The role may involve travel within western Canada, but this is anticipated to be minimal. The role will primarily be focused on supporting cultural, social and ethnoecological research but may also involve supporting writing-focused tasks in other areas across IEG, including mine reclamation and cumulative effects assessment.

Required qualifications

- Master's degree in Geography, Environmental Studies, Anthropology, Sociology, Journalism, Communications, or related fields. Applicants with an undergraduate degree and additional relevant work experience will be considered.
- One to five years of experience in professional writing, editing and publication.

Skills and experience

The successful candidate should demonstrate experience or interest in the following:

- Proficient at technical writing with exceptional editing and proofreading skills and knowledge of grammar and spelling.
- Ability to communicate research results and social and cultural concepts clearly and succinctly to a variety of audiences (e.g., client, Indigenous community, industry, and government).
- Experience working with and/or knowledge of Indigenous communities in Canada. Candidates who self-identify as Indigenous will be given priority.
- Experience synthesizing and analyzing qualitative information.
- Logical thinking skills and a systematic approach to organizing information.
- Ability to understand scholarly articles, interpret data, and learn about new topics quickly.
- Ability to write clearly, concisely and accurately on complicated subjects.
- Ability to balance workloads across multiple projects and meet deadlines.

The successful candidate will also:

- Be hardworking and have a positive attitude.
- Demonstrate the ability to work with minimal supervision and as a team player.
- Have career goals that aligns with IEG's work and have enthusiasm for personal and professional development.
- Be a self-starter.
- Be able to communicate through email and teleconferencing platforms (e.g., Zoom, Teams).
- Have computer skills such as Word and PowerPoint.
- Be legally able to work full-time in Canada.

*Preference will be given to qualified applicants who self-identify as Indigenous (First Nations, Inuit, or Métis).

Job duties

- Synthesize project information gathered from research activities, client meetings, notes from team members, and previous reports/proposals.
- Assist with drafting and finalizing project reports and presentations and provide support with visual content.
- Support and conduct literature reviews focused on both scholarly and grey literature.



- Work on multiple drafts of reports/manuscripts to achieve high quality writing standards.
- Self-edit and assist with editing documents written by team members.
- File and store documents according to IEG file management system.

Travel

- Travel is determined on a project-by-project basis; limited travel is expected with this position.

Location

- Physical office space is available in BC in Duncan, Victoria, and Vancouver, if that is convenient for the candidate. Otherwise, the position is home-office based with preference given to applicants living in western Canada.

Benefits and compensation

- Employee share ownership plan (eligible after 2 years).
- Annual profit sharing for all employees.
- Salary within or above industry standard range.
- A flexible work environment including working from home, flexible work hours, and time off for religious, spiritual, and/or cultural days.
- A fun work environment including team meetings, company retreats, and social activities.
- Professional development support and funding.
- Banked overtime hours.
- Mobile phone and monthly plan covered throughout employment with IEG.
- Laptop provided throughout employment with IEG.
- 4 weeks' annual leave and 1 week of company holidays from December 24th to 31st.
- 7 personal business days per year for any reason related to sick leave (for the employee or family members), family emergencies, medical or other personal appointments, and the maintenance of mental health (after three months of probation).
- Health and dental benefits (after three months of probation).
- Annual retirement savings plan contribution (after three months of probation).
- Maternity and parental leave top-up (after 1-year permanent contract).

To Apply

Please email a curriculum vitae (resume) and cover letter and three writing samples to jobs@iegconsulting.com. Please ensure that the job title "Social Science Writer" is noted in the subject line of the email.

As a company that continues to serve and support Indigenous communities across Canada, we encourage applications from qualified First Nation, Métis, and Inuit candidates and all others who are interested in the position. Applications will be reviewed as received. We thank all



applicants for their interest; however, only individuals selected for an interview will be contacted.

Diversity statement

IEG is an employer that hires based on merit and is strongly committed to diversity and employment equity. We welcome applications from Indigenous persons, racialized persons/visible minorities, women, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to be successful in this role.

Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Erika Bockstael at ebockstael@iegconsulting.com

IEG also encourages Indigenous applicants selected for an interview to communicate their interest in having a family member or elder present for their interview.