



World Professional Chuckwagon Association  
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Indigenous Peoples – Metis Youth Summer Placement Program in partnership with Rupertsland Institute.

Position: Research Assistant Competitiveness and Professionalism

**Responsibilities for this position will include:**

- Consult with key WPCA personnel to develop a matrix of what should be considered when assessing competitiveness.
- Complete a 2018 season and 3-year 2016-2018 assessment of competitiveness by reviewing every heat of every day at every show for the last 3 years.
- Based on the above results, rank the drivers on their competitiveness.
- Consult with key WPCA personnel to develop a matrix of what should be considered when assessing professionalism.
- Develop an electronic and paper survey for drivers clarifying their 2018 budget information.
- Develop a second survey regarding equine operations of their team
- Compile a list of personal appearances done by each driver in 2018 and 2019.
- Research and clarify what drivers Marketing/Branding plan is.
- In conjunction with key WPCA personnel, develop a matrix for effective barn tours.
- Do onsite barn tours with every driver to assess how they present themselves in relation to the matrix.
- In consultation with the Director of Marketing, Director of Partnerships and the President assess and rank barn tours.
- Compile a list of social media accounts of driver, outriders and wives.
- In consultation with the Director of Marketing make recommendations for drivers to expand their engagement through social media.
- Other related duties as assigned by the WPCA President.
- Prepare a final report a ranking of driver competitiveness and a summary report on their professionalism for the WPCA Board of Officers.

**Qualifications:**

- Currently enrolled at and returning to a Post Secondary Institution.
- Proficiency with Word, Excel and possibly Power Point.
- Strong communication skills both written and verbal.
- Ability to multi- task and prioritize duties.
- Applicants must be Metis.
- Applicants are required to register with our partner Rupertsland Institute.

Compensation- \$17/ hour- 5 day/40-hour week for 16 weeks. Vacation pay is 4%. Deductions made for EI, CPP and income Tax

Starting Date- May 13, 2019 End Date – August 30, 2019

Candidate must be available until August 30<sup>th</sup> in order to be able to complete final report. Laptop computer required.

Some of the role can be done from anywhere including home with an Internet connection. There would be limited travel to a couple of tour stops to conduct personal interviews.