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EMPLOYMENT OPPORTUNITY RESEARCH ASSISTANT

The Chiefs of Ontario, Research and Data Management Sector is looking for an individual that is energetic and a self-starter to fill the position of Research Assistant to join the team.

The Research and Data Management Sector is a vital sector in the Chiefs of Ontario where the sector works with the other departments within the organization and with First Nations communities, research institutions, granting organizations and the provincial and federal government's.

As a Research Assistant you will be involved in many research projects. This position has a key role within the Sector where you will be able bring your skills and experience in supporting the implementation of OCAP® and First Nations data sovereignty. With your training in research and your experience in First Nations research this is an opportunity for you to be part of this new and growing area.

This position reports to the Senior Scientist in the Research and Data Management sector of Chiefs of Ontario. The Chiefs of Ontario is the secretariat that serves the 133 First Nations of Ontario. You will be part of a team that promotes better quality data for First Nations. This is an exciting position where you will combine your skills, experience and education to make a difference.

Location: Flexible. Work from home or Hybrid options are available.

Core Duties and Responsibilities:

- Strong written and verbal communication skills
- Prepare materials for submission to granting agencies and foundations, Research Ethics Boards, background documents, articles, reports, presentations and web-site posts, Project management
- Research support, primary/source research, syntheses of published work and literature reviews
- Expert research skills, especially related to academic databases, e.g., searching using keywords, finding information from a variety of digital and physical resources
- Data analysis skills, including skills in using spreadsheets, specialized statistical software or other digital tools to analyze and develop reports from quantitative or qualitative data
- Organize, process and maintain research data, safeguarding confidentiality
- Project Management to include: coordinate meetings with researchers, community partners and advisory groups and disseminate summary of decisions, actions, and next steps; manage and respond to project related email; monitor the project budget, including managing per-diems, equipment and supplies
- Ability to work at the intersection of academic and "real-world"

Relevant Skills and Education:

- University degree in a relevant field of study
- 3 years of experience in a related role
- Strong ability to organize and execute medium and long-term projects
- Understanding of First Nations governments processes, history and culture.

Salary and Benefits

The Chiefs of Ontario offer a competitive salary, vacation, including complete office shut down for two weeks in December/January. Complete benefits package and employer matched pension program.

DURATION: August 2022 – March 31, 2024, with the possibility of extension based on funding availability.

APPLICATION DEADLINE: Open until filled.

Successful candidate must be fully vaccinated against Covid-19.

Send letter of application, resume and include two references marked confidential to:

**Human Resources
opportunities@coo.org**