

# Job Title: INDIGENOUS RESEARCH ASSOCIATE

**Job ID:** 28426

**Job Category:** Policy, Planning & Research

**Division & Section:** Various

**Work Location:** Various

**Job Type & Duration:** Temporary (12 Months), Full Time

**Salary:** \$76,694.80, TM2589, Wage Grade 5.5 (2021 Salary Range)

**Shift Information:** Monday to Friday, 35 hours per week

**Affiliation:** Non Union

**Number of Positions Open:** Various

**Posting Period:** 16-MAY-2022 to 03-JUN-2022

Toronto is Canada's largest city, the fourth largest in North America, and home to a diverse population of about 2.8 million people. Consistently ranked one of the world's most livable cities, we are a global centre for business, finance, arts and culture. Join the award-winning Toronto Public Service as Indigenous Youth Research Associate within our City Manager's Office.

The City of Toronto is committed to fostering a position and progressive workforce reflecting the citizens we serve and promoting diversity at all levels in a dynamic and inclusive environment.

Are you a skilled communicator looking for an opportunity to collaborate on various projects and initiatives to support the City of Toronto's relationship with Indigenous peoples? If so, bring your research skills and innovative ideas to these exciting roles with the City of Toronto.

As an Indigenous Youth Research Associate, you will provide support to City divisions to provide research, analysis, and project support related to social, economic or public policy, urban affairs and government services. The City of Toronto encourages all applicants and employees to bring their whole self and allow your identity in Indigeneity to inform how you contribute to your work, daily practice and, ultimately, the success of the City.

While we encourage all qualified individuals to apply, priority will be given to First Nations, Inuit and Métis Youth (between the ages of 18-35).

As you review and analyze data, external reports and research studies, as well as existing and proposed policies, you will provide recommendations for changes and improvements to business processes and training and service standards. You'll monitor current trends and issues in these areas, including conducting jurisdictional scans and other original research on urban Indigenous issues, while taking into account developments within the field, policies, programs and practices, legislation and initiatives by other levels of government and the private sector.

As a strong communicator, you will track and develop responses to pressing community issues and implement educational strategies to create a receptive environment for change.

As a collaborative team member who is adaptable, accountable and organized, your understanding of qualitative and quantitative research methodologies will contribute to your success in this role.

You will liaise with program areas and partners to support collaboration among divisions on projects and initiatives, as well as provide support in preparing background studies, reports, briefing material and presentations on Indigenous topics, and plan and organize related events as needed.

This is an exciting opportunity in which we encourage you to bring the many facets of your identity including your unique experience as an Indigenous person. As well, your considerable experience in collecting, summarizing, analyzing and reporting data and research findings will be a great asset.

This will have included experience utilizing a variety of software packages (e.g. Microsoft Word, Excel, PowerPoint, Outlook, etc.).

Interested applicants are welcome to join us at our info session on May 23rd, 2022 1:00 p.m. - 2:30 p.m., register at <https://IYRAInfoSessionRegistration>. You will have the opportunity to ask questions related to the position, working for the City of Toronto as well as the City's application process.

**A Qualified List of candidates will be established** for the Indigenous Youth Research Associate position in the City Manager's Office and will be in effect for 12 months from the date the list is created. Qualified candidates on the list may be considered when filling future permanent and/or temporary vacancies in this position.

### Notes

- Applicants are required to demonstrate in their resume/cover letter that their qualifications match those specified in the job posting.
- If selected for a temporary position, employee's placement is conditional on the approval of his/her executive director/general manager or designate
- Temporary and fixed-term part-time non-union employees will be reassigned to this position
- In accordance with the City's Acting Assignment policy, if the posted non-union temporary position becomes permanent, it may not be reposted

All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's Mandatory Vaccination Policy. Candidates will be required to show proof of vaccination during the recruitment process.

### Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to employment equity.

### Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the **application process** is available upon request. Learn more about the City's Hiring Policies and Accommodation Process.