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EMPLOYMENT OPPORTUNITY

Research and Data Management – Research Assistant

The Chiefs of Ontario (COO) seek a skilled research professional to join the Research and Data Management (RDM) sector as a Research Assistant. RDM at COO is a new and dynamic sector, currently involved in several province-wide projects to advance First Nations data sovereignty and ensure First Nations have the data they need to rebuild their Nations. The Research Assistant will play an integral role in several of these initiatives. Working alongside the Associate Director, the Research Assistant will help plan, organize, and implement sector initiatives, and serve as a valued source of perspective, insight, and ideas. A strong writer and confident communicator, our ideal candidate is self-directed, possesses a familiarity with First Nations history, culture, and politics, and is interested in working closely with First Nations leadership and communities.

LOCATION: Hybrid – 468 Queen St East, Toronto and the employee's home office.

DUTIES AND RESPONSIBILITIES:

- Work with the Associate Director and the Director's Office to advance sector initiatives
- Prepare background documents, reports and presentations
- Provide research support (primary/secondary research, literature reviews, interviews)
- Prepare materials for submission to granting agencies, foundations, and research ethics boards
- Assist with project management (coordinate meetings with researchers, community partners, and advisory groups; disseminate summaries of decisions, actions, and next steps; manage and respond to project-related email; monitor project budget)
- Attend relevant meetings and gatherings
- Travel as required
- Perform other duties as assigned

QUALIFICATIONS:

- Relevant post-secondary education (equivalent to undergraduate and/or post-graduate degree), preferably in the fields of political science, sociology, history, Indigenous studies, community health, education, and/or epidemiology
- Knowledge of First Nations history, culture, values, and expectations
- Excellent written and verbal communication skills
- Experience leading discussion groups and providing presentations

- Ability to apply academic insight and rigor to a range of practical issues and concerns
- Ability to work independently and in partnership with First Nations organizations
- Must be able to prioritize tasks and meet deadlines
- Able to meet needs and challenges as they arise
- Must be trustworthy, reliable and maintain confidentiality
- Preferably fully vaccinated against COVID 19

BENEFITS:

- Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Paid Sick Leave per Year
- Five (5) Days of Personal Time per Year
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

DURATION: ASAP to March 2026, with the possibility of renewal based on funding

APPLICATION DEADLINE: Open until filled

Send letter of application, resume, one writing sample (no longer than 20 pages in length) and include 2 references marked confidential to:

Ashley Nardella, Human Resources & Office Manager
Email: opportunities@coo.org

Interviews will be held in Zoom. While we appreciate all applications, only those candidates short-listed for an interview will be contacted.

Successful candidate must be eligible to work in Canada.