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EMPLOYMENT OPPORTUNITY

Research Assistant – Research & Data Management

New Position

The Research Assistant will support First Nations research and Data management Sector. The Research Assistant will report to Director as a member of the Research and Data Management team at the Chiefs of Ontario. There is an increasing number of research and data management projects led or co-led by Chiefs of Ontario. The Research Assistant will be involved in planning, organizing, and implementing this work within the department. Specifically, the Research Assistant will assist with the liaison between the Ontario Final Agreement Child Welfare Data Secretariat as a Liaison between the Research and Data Management and work closely with the Research Analyst. As well, the research assistant will work closely with the First Nation Aging Study to support the Director who is an investigator on the study. The Research Assistant will conduct their activities and interactions in a manner that is respectful of diversity, and in alignment with First Nations culture and traditions.

LOCATION: Hybrid – 468 Queen Street East, Toronto, ON

DUTIES AND RESPONSIBILITIES:

- Strong written and verbal communication skills
- Prepare materials for submission to granting agencies and foundations and Research Ethics Boards (REB)
- Prepare background documents, other articles, reports, presentations and web-site posts
- Prepare progress reports for the Principal Investigator and funding agency
- Project management: 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
- Research support: primary/secondary source research, syntheses of published work and literature reviews
- Organize, process and maintain research data, safeguard
- Expert research skills, especially related to academic databases: eg 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
- The Ontario Final Agreement Research Data Analyst who will be the lead within the Research and Data Manager Sector
- Supporting the Research Analyst in supporting with the FNCFS Data Secretariat on the implementation of the data requirements of the Ontario Final Agreement

- Supports the Research Analyst in supporting the data related meetings to ensure Chiefs of Ontario representation and priorities in the roll out and launch of the Ontario First Nation specific program under the Ontario Final agreement

Candidates must be willing to work flexible hours during peak periods, such as assembly seasons and out-of-town meetings. Travel will also be necessary.

QUALIFICATIONS:

- University degree preferably in the field of community health, science communication, gerontology, epidemiology, biology, justice or Indigenous studies
- 3 years of experience in a related role
- Have a clear understanding of the First Nations principles ownership, control, access and possession (OCAP)
- Understanding of First Nations context, including the history of colonization in Canada
- Ability to work as part of a team and in partnership with First Nations organizations and work productively with minimal supervision
- Ability to work at the intersection of academic and "real-world"
- Strong ability to organize and execute medium and long-term projects

BENEFITS:

- Negotiable 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 Sick Time per Year
- Five (5) Days of Personal Time per Year
- Employer Matched Pension
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

BASE SALARY: \$65,000 - \$78,000 per year, as determined by experience

DURATION: ASAP – March 31st, 2027 (Potential renewal contingent upon funding approval)

**Send a cover letter, resume, and two (2) references marked confidential to:
Ashley Nardella, Human Resources: opportunities@coo.org**

Applications will be accepted until the position is filled.
All Applicants must be eligible to work in Canada.
Only successful Candidates will be contacted.