

RESEARCH ASSISTANT JOB POSTING

LOCATION: Saskatoon, Saskatchewan
Aboriginal Friendship Centres of Saskatchewan Office (AFCS)
306.955.0762
243 Robin Crescent
Saskatoon, SK S7L 6M8
www.afcs.ca

WAGE: \$20.00/hour

DURATION: May 2, 2022 – August 22, 2022

HOURS: 8:30-4:30 Monday to Friday, 35 Hours Per Week

HOW TO APPLY: Please send your cover letter and resume to jobs@afcs.ca

POSITION DESCRIPTION

The Aboriginal Friendship Centres of Saskatchewan (AFCS) in partnership with Saskatchewan History and Folklore Society (SHFS) is collaborating on a research project to document the history of Friendship Centres in Saskatchewan. With guidance from AFCS and SFHS, the successful candidate will be responsible for gathering information, conducting primary and secondary research, mainly through oral history, and designing a report with the findings. If you are an energetic, outgoing, and organized student, we would love for you to join our team for the summer.

DUTIES & RESPONSIBILITIES

- Work with the collaborating team to design, develop and implement a research project
- Liaise with Friendship Centres, staff, and Knowledge Keepers within the Friendship Centre Movement
- Design and implement a research plan and workplan
- Coordinate logistics to implement the research plan including conducting in person research methods
- Conduct primary and secondary research including but not limited to literature reviews, interviews, focus groups, survey, etc.
- Document, record and transcribe oral history and information gathered
- Draft a final summary of findings
- Co-develop with the collaborating team a published booklet and other innovative ways to share the history of Friendship Centres
- Other duties as assigned by the AFCS

QUALIFICATIONS

- At least some post secondary, a completed degree is an asset, must be returning student in Fall 2022
- Experience in research planning and execution
- Ability to apply sound research techniques, methodology and logical critical analysis while maintaining empathy and using an Indigenous culturally relevant approach
- Experience using software packages, such as Microsoft Office and its applications, online applications such as social media and design tools, and online virtual meeting platforms
- Strong written and verbal communication
- Interpersonal, community engagement skills
- Organization and time management skills
- Problem-solving and analytical skills
- Attention to detail
- A Criminal Record Check (CPIC) will be required for the successful candidate
- Knowledge of an Indigenous language and both official languages an asset