

RESEARCH ASSISTANT CONTRACT OPPORTUNITY

June-August, 2020

We are looking for a passionate and qualified Research Assistant to join our team at SISCO.

POSITION SUMMARY:

Position	Research Assistant
Term	Temporary (3-months), Full-Time or Part-Time with Possibility of Renewal
Supervisor	Director of Operations
Location	During COVID-19, this will be an entirely remote position, with available office space provided at SISCO office in London Ontario post-COVID-19.
Summary	Responsible for assisting with planning, organizing and conducting research; helping to prepare presentations; organizing community engagements; writing reports and briefings; and any other miscellaneous tasks required to support SISCO's business operations.

ABOUT SISCO:

SISCO is a consulting firm specializing in community-based work *with* and *for* Indigenous communities, organizations and people. We provide research, evaluation, planning, facilitation, and web development services. Please visit our website to learn more: siscoconsulting.ca

We are committed to fostering a balanced, supportive and fun work experience. At SISCO we offer 30-35 hour work weeks, flexible work schedules and remote work opportunities.

ESSENTIAL RESPONSIBILITIES:

Main responsibilities include but are not limited to assisting with:

- ✓ Research and analysis, including conducting document reviews, interviews, focus groups, asset mapping and other primarily qualitative methods;
- ✓ Policy review, analysis and development;
- ✓ Meeting and community engagement organization, coordination (on-site), scribing and note-taking, briefing development;
- ✓ Developing presentations to First Nations' Chief & Councils, committees and at conferences and other events as required;
- ✓ Writing and editing reports, planning documents, toolkits and proposals;
- ✓ Administration support services, such as data entry and tracking; and
- ✓ Any other miscellaneous tasks as required.

Please note, responsibilities for this role may change with project work and business needs.

STATEMENTS OF QUALIFICATIONS:

Basic Requirements (Mandatory & Minimum):

- Some post-secondary education in related field;
- Some experience and interest in conducting research;
- Ability to use word processing and excel;
- Excellent organizational skills; and
- Positive attitude, strong work ethic and willingness to learn and grow, as well as share your knowledge with the team.

Rated Requirements:

- Demonstrated interest in community-based research and work;
- Knowledge of Indigenous cultures, histories and settler-colonial context; and
- Experience working with First Nation communities in southwestern Ontario an asset.

PHYSICAL REQUIREMENTS:

- Reliable access to internet, laptop computer and cell phone; and
- Ability to sit for long periods of time in office environment at a desk, computer terminal, or in meetings, as required for this job.

COMPENSATION AND BENEFITS:

- \$22/hour for 30-35 hours of work per week.
- SISCO does not offer benefits packages to temporary employees.

APPLICATION PROCESS:

Please submit a resume and cover letter to:

Alisha Fowler
Director of Operations,
alisha@siscoconsulting.ca

APPLICATION DEADLINE: Friday, May 22, 2020