EMPLOYMENT OPPORTUNITY

Researcher - Special Projects

Position Type: 10-20 hours / week depending on experience and interest; part time, contract
Rate: $30-40/hour
Location: Remote

About Yellowhead Institute
The Institute is an Indigenous research centre based in the Faculty of Arts at X University in Toronto, Ontario. Privileging Indigenous philosophy and rooted in community networks, Yellowhead offers critical and accessible resources for communities in their pursuit of self-determination. We also aim to foster education and dialogue on Indigenous governance across fields of study, between the University and the wider community, and among Indigenous peoples and Canadians.

About the Position
Over the course of Winter and Spring 2021, the Special Projects Researcher will offer research capacity for Yellowhead Special Projects, support Yellowhead lead researchers, and help expand the Yellowhead research infrastructure. The position calls for someone with experience in primary and secondary research, establishing and maintaining good relationships with a variety of collaborators, and with a strong grasp of the Indigenous policy environment in Canada. The Special Projects Researcher will serve a critical role in the conceptualization and animation of new Yellowhead research and analysis.

Special Projects will include:

TRC Calls to Action
- Ongoing tracking and analysis of action on the TRC Calls to Action
  - Monitoring action around key dates related to the TRC and the Calls to Action
- Analysis of the federal, provincial and territorial budgets
- Support coordinating and executing interviews / roundtable discussions related to the TRC Calls to Action research

Treaty Mapping
- Supporting general and specific research on pre-confederation, Numbered, and Modern treaties;
- Treaty database creation and management;
- Liaise with treaty experts and advisors;
• Provide insight and input on research methodology, knowledge mobilization strategy and user interface Yellowhead treaty tools.

Yellowhead Bulletin

• Revise tracking methodology and database for monitoring federal legislative and policy initiatives relating to Indigenous issues.
• Compile regular summaries of legislative and policy activity relating to/impacting Indigenous communities.

General

• Primary and secondary research to support Yellowhead content such as briefs, special reports, podcasts, etc.;
• Supporting the research of Yellowhead Associates and in some cases Research Fellows;
• Contributing to Yellowhead’s knowledge mobilization and communications strategies; providing suggestions and research for accessible/creative resources and social media content;
• Attending Yellowhead meetings, including regular check in with research leads.

Qualifications:

• Indigenous graduate students or community researchers are invited to apply;
• Education, work, and/or lived experience in Indigenous governance and policy contexts is required;
• An understanding of federal, provincial and territorial policy and law making processes and institutions;
• Experience creating and maintaining research databases / spreadsheets;
• Excellent communication and organizational skills with the ability to work in team settings and independently;
• Demonstrated research and analytical skills and the ability to synthesize information into accessible formats;
• Strong interpersonal skills to work collaboratively across the Yellowhead network;
• Strong organizational and time management to work remotely and ability to be flexible as priorities change
• Proficiency in word processing and spread-sheet software, email;
• Preference for applicants with strong community relationships.

Application Requirements

Please submit your resume and 1-2 page cover letter to info@yellowheadinstitute.org with the job title in the subject line.

Deadline

Feb 11, 2022