

## EMPLOYMENT OPPORTUNITY

# Research Assistant

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**Position Type:** Part Time

**Location:** Hybrid role, GTA-based

**Compensation:** \$35-40/hour

**Application Deadline:** June 9, 2024

**Start Date:** June 24, 2024

### About the Role //

This role will support key Yellowhead research projects, including our Red Paper project on Care. The position calls for someone with experience in conducting primary and secondary research, establishing and maintaining good relationships with various collaborators; and connecting ideas, dialogue, and feedback to actionable research. We are looking for someone to play an active role in collaborating with the Red Paper team on executing the methodology for this project in an ethical, iterative, and co-created way with our community. This developmental year for the Red Paper includes multiple gatherings and convening an editorial collective comprising multiple collaborators across the country. As RA, you will conduct research that flows from the guidance and direction shared by gathering attendees and as envisioned by the Research Director. Additionally, this role will also support other Yellowhead research projects - tasks may include note-taking, supporting the coordination and development of gatherings, coding data, and literature reviews/environmental scans.

This role requires comfort with hybrid work; someone who can find the balance between taking direction and initiative; a natural collaborator who can also work independently, and maintain focus, even in a part-time context. Experience working with Indigenous communities is essential as we will be hosting multiple gatherings connected to the projects you will be working on.

### About Yellowhead //

Our Mission: Yellowhead Institute generates critical Indigenous policy perspectives.

Yellowhead Institute is an Indigenous-led research and education centre based in the Faculty of Arts at Toronto Metropolitan University. The Institute privileges Indigenous philosophy and amplifies Indigenous voices that provide alternatives to settler colonialism in Canada today. Rooted in community networks, Yellowhead offers critical and accessible resources to support the reclamation of Indigenous land and life.

### Role Responsibilities //

- Conducts literature review of academic and gray literature as well as media scans of new and relevant research and analysis on topics related to YI research initiatives;
- Supports the Research team with planning and execution of research-related gatherings including co-developing and executing a data 'harvest' plan during and after gatherings;

- Provides support to for research administration process as required by the Director of Research and academic project leads;
- Maintains databases to record and track information and data
- Organizes and maintains research information including confidential materials and data
- Notetaking at meetings and gatherings

### Qualifications //

- An understanding of and interest in issues in Indigenous policy, law, and governance; ideal candidates have work and or lived experience in these areas;
- Experience working with/convening Indigenous communities
- Undergraduate or Master's degree in a relevant field, preferably social sciences and/or comparable work experience
- Strong organizational, communications and interpersonal skills; detail-oriented approach to research
- Skilled at creating clear planning and informational documents for internal and external use
- Experience w/primary research and/or research ethics processes
- Experience and interest in event planning and facilitation for research purposes
- Familiarity with research methodologies and ethical standards, with competence in Indigenous methods
- High degree of comfort with Google Suite, Zoom, and online environments, preferably iOS
- Comfortable with using research-related software and tools
- Ability to work independently and collaboratively in a team environment

### Application Instructions //

- **Deadline:** Sunday, June 9, 2024, 11:59pm
- **Required Documents:** Resume and cover letter
- **Email applications** to [info@yellowheadinstitute.org](mailto:info@yellowheadinstitute.org); please send as one single PDF, saved as "First Name, Last Name Research Assistant Application"