

## EMPLOYMENT OPPORTUNITY

### Project Coordinator: Indian Residential School Records Project



Lincoln Alexander  
School of Law



**Position Type:** Part-Time; 24 hours/week

**Location:** Hybrid, GTA-based

**Compensation:** \$40-50/hour

**Application Deadline:** May 4, 2026, 11:59 EST

**Start Date:** May 25, 2026

**End Date:** August 28, 2026

(possibility for extension with additional hours)

#### Project Overview //

In 2017, the Supreme Court of Canada ruled that an archive of Indian Residential School Survivors' testimony gathered as part of the Indian Residential School Settlement Agreement (IRSSA) can be destroyed after September 19, 2027. Survivors can opt to preserve their records; however, many remain unaware of this, or of the imminent deadline to do so, and there is no provision for family members to preserve records of those who have passed. In line with the Truth and Reconciliation Commission of Canada's position that for reconciliation to happen, "there has to be awareness of the past, acknowledgement of the harm that has been inflicted, atonement for the causes, and action to change behaviour" (Final Report of the Truth and Reconciliation Commission of Canada [2015], Vol. 6, p. 3), this project seeks to create a new archive of Survivor testimonies from the lawsuits Survivors filed that led to the IRSSA, raise awareness about the impending destruction of survivor testimony collected through the IRSSA's Independent Assessment Process (IAP), and empower Survivors and Indigenous communities to determine how their truths are preserved. The two focus areas of this project are:

1. Engaging with Survivors and their communities to inform them about the impending destruction of records, which hold information vital to uncovering the lived experience of Indian Residential School Survivors and to potentially identifying information regarding missing and disappeared children; creating a podcast on the court case that led to the Supreme Court of Canada decision to destroy the IAP records.
2. Creating a centralized repository of civil lawsuits (with consent and input from Survivors and communities), enhancing understanding of the scale of past abuses at Indian Residential Schools, and aiding essential legal research and education on policy and law. The initial focus will be on communities across Ontario, developing a framework that can later be shared and adapted for other provinces and territories.

This project is led by Connie Walker, Velma Rogers Research Chair at the TMU School of Journalism, and draws on her Pulitzer Prize and Peabody Award-winning podcast, *Stolen: Surviving St. Michael's*. Yellowhead Institute, along with the Lincoln Alexander Law School and School of Journalism at Toronto Metropolitan University are project partners.

#### About the Role //

This role provides strategic and operational leadership across a multi-partner, community-centred research project. Working closely with the Project Leads and team members, and liaising with diverse stakeholders, including TMU administrative staff, TMU leadership, Yellowhead leadership/team members, Research Advisory members, and community members, the Project Coordinator ensures effective coordination of project activities.

This role also requires someone comfortable with, and who has experience in bridging research with community relationships; translating project and stakeholder needs within an institutional context when required; and doing so in a responsive, values-aligned way that reflects and upholds the project's principles. You are highly organized and relational, able to navigate complexity and move between strategy and implementation. You see the big picture while attending to the details, translating discussions, documents, and ideas into practical timelines and project plans; revising and updating them when required, and providing options when flexibility is needed.

Experience working with Indigenous communities, navigating institutions while being community-centred, and/or knowledge of the Indian Residential School system/Indigenous governance is required.

Please note that this is a part-time position for the time being. There is a possibility for extension and increase in hours; this will be evaluated after the three months. As such, not all responsibilities will be active in the initial phase of the position, as this project is still in its beginning stages.

## **Role Responsibilities//**

### ***Project Coordination***

- Work with PI and Project Advisors to set and advance strategies for achieving the priorities and goals for the project;
- Act as a centralized point of contact between the Co-PIs, Partners, research staff & students, community-based researchers, collaborators, and funders;
- Liaise with TMU Finance/HR/Admin staff to support project operations;
- Track and process project budget/finances and project hiring processes;
- Day-to-day project coordination - tracking deliverables, ensuring alignment with funder timelines, responding to, and triaging questions and needs of project team members;
- Exercise professional judgment and initiative in the overall coordination and management of the two main funding sources for the project, ensuring that key deliverables are being completed per project and funder timelines;
- Conduct email communications, coordinate meetings, and prepare meeting materials and minutes;
- Arranging logistics such as travel bookings for community engagement gatherings & required research activities;
- Support project strategic planning activities, including managing project timelines, workflow processes, tracking deliverables, and managing budgets.

### ***Community Engagement***

- Coordinate and support community engagement activities, including organizing visits, gatherings, and events;
- Build and maintain relationships with community partners and collaborators;
- Ensure community needs, priorities, and ways of knowing are meaningfully reflected in project processes and outputs;

### ***Podcast Production / Knowledge Mobilization***

- Develop a deep understanding of the project's research, relationships, and ongoing findings in order to support the strategic direction of project outputs, including a podcast and knowledge mobilization resources;
- Support collaboration between the Project Leads, research team, Yellowhead Institute knowledge mobilization team, and community partners;
- Coordinate production of knowledge mobilization and research outputs;
- Contribute to and support podcast production, from development to delivery.

### **Qualifications //**

- Demonstrated experience working ethically with Indigenous communities, along with a strong interest or background in Indigenous laws, justice, human rights, civil litigation, and/or journalism/storytelling;
- Training in trauma-informed community engagement practices, familiarity with Indigenous legal traditions and ethical research frameworks, and/or relevant work or lived experience are considered strong assets;
- University degree in a relevant field, preferably social sciences and/or comparable work experience (3+ years);
- Proven experience in academic research coordination or project management and event production/planning;
- Strong organizational and multitasking skills with attention to detail; able to think ahead, anticipate needs and requirements, and connect people, resources, and objectives effectively;
- Excellent communication and interpersonal skills;
- Skilled at creating clear planning and informational documents for internal and external use;
- High degree of comfort with Google Suite, Zoom, online environments, preferably iOS; experience with Airtable is an asset;
- Ability to work independently and collaboratively in a team environment;
- Indigenous applicants are strongly encouraged to apply.

### **Note on this role:**

This role involves working with complex and likely distressing legal records, histories, and information. We are committed to working with trauma-informed practices and providing pathways for support, but applicants are also encouraged to consider your own readiness and capacity for the potential emotional impacts of this work.

### **How to Apply:**

Please submit your cover letter and resume all in one PDF document by May 4, 2026, 11:59pm EST to [info@yellowheadinstitute.org](mailto:info@yellowheadinstitute.org) with the subject line, IRSR Project Coordinator Application.

Please include answers to the following questions in your cover letter:

1. What motivates you to apply to this role?
2. What does it mean to you to engage in community-centred research, particularly when working with sensitive or Survivor-centred materials?
3. If you identify as Indigenous, please share your community connections in your cover letter.