

Employment Opportunity – Research Coordinator

The Indian Residential School (IRS) Project – St. Paul site (“IRS Project”) was created to focus on the search for unmarked graves at University nuxet'hot'ine thaa?ehots'j nistameyimâkanak Blue Quills (UnBQ). Utilizing memory work and archival research to provide direction, the IRS Project works collaboratively with external partners to conduct multiple types of searches, utilizing different technologies to scan the grounds of UnBQ.

UnBQ is currently seeking a full time **Research Coordinator** for the IRS Project – St. Paul Site to lead the research side of the IRS Project. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements. Please note that this work involves interacting with potentially triggering material.

Duties include, but are not limited to:

- Update and maintain the IRS Project Research Plan;
- Track and maintain data and information generated from the search technologies, interviews, and research through appropriate recordkeeping practices;
- Identify and liaise with external research based stakeholders to find, locate, and access archival repositories relating to the IRS Project needs;
- Conduct archival and secondary research to support the IRS Project goals, travel may be required;
- Create reports, briefing notes, and other communications relating to research side of the IRS Project as required;
- Assist IRS Project Coordinator with the hiring of part-time research assistants;
- Provide direction and oversee the work of the research assistants;
- Assist IRS Project Coordinator with Community Dialogue Meetings and ensuring proper collection and storage of consent forms, recordings, etc.;
- Assist Survivor Engagement Coordinator with Survivor Interviews as needed;
- Lead the transcription and translation of audio-related materials (i.e. survivor interviews, staff interviews, etc.);
- Other duties that may arise relating to the IRS Project.

Qualifications:

- Post-secondary education with previous research experience required
- Must be proficient in Microsoft Office applications including Word, Excel, PowerPoint, and Teams
- Experience working with Indigenous communities and people
- Have experience with traditional ceremonies and protocols
- Experience and capacity to work with sensitive and potentially triggering content/materials
- Be organized and attentive to details and schedules
- Be able to conduct research from various sources, including archives and primary sources

- Knowledge of ethics and privacy practices
- Knowledge of data and information management practices
- Be able to travel as required

For additional information, please contact Joel Cardinal, IRS Project Coordinator, at joelc@bluequills.ca or 780-645-4455 ext. 282

Posted: February 14, 2025

Please submit a CV/resume with references to Sheila Poitras, Executive Assistant at sheilap@bluequills.ca This opportunity is open until a suitable candidate is found. Only applicants selected for interviews will be contacted.