

Employment Opportunity – Survivor Engagement 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'j 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 **Survivor Engagement Coordinator** for the IRS Project to lead the engagement with Blue Quills IRS Survivors, including the coordination of Survivor interviews. 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:

- Create and update Blue Quills IRS Survivor and intergenerational survivor contact information documents;
- Identify and liaise with Blue Quills IRS Survivors and intergenerational survivors;
- Coordinate mental health supports for Survivor engagements including interviews and community dialogues;
- Create reports, briefing notes, and other communications relating to Survivor engagement activities;
- Lead the hiring of Survivor interviewers and coordinate Survivor interview training;
- Provide direction and oversee the work of the Survivor Interviewers;
- Coordinate the scheduling of Survivor interviews;
- Ensuring proper collection and storage of consent forms, recordings, etc.;
- Assist IRS Project Coordinator with the planning and coordination of the Community Dialogue Meetings;
- Assist Research Coordinator with the development and implementation of the IRS Project Research Plan;
- Other duties that may arise relating to the IRS Project.

Qualifications:

- Post-secondary education with previous experience working with Indian Residential School Survivors 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 engage and support Survivors with a trauma informed approach
- 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.