UNIVERSITY
nuxełhot'įne thaa?ehots'į
nistameyimâkanak
BLUE QUILLS

Employment Opportunity – Survivor Engagement & Research Assistant

The Blue Quills Indian Residential School (IRS) Project – St. Paul site ("IRS Project") was created to focus on the search for missing children and potential unmarked burial sites at University nuxełhot'į thaa?ehots'į nistameyimâkanak Blue Quills (UnBQ).

UnBQ is currently seeking a full-time **Survivor Engagement & Research Assistant** to provide practical support for Survivor communications, interviews, gatherings and historical research. The role includes organizing and reviewing archival materials, maintaining accurate records and assisting the team with engagement logistics. Reporting to the IRS Project Coordinator, the Assistant works closely with the Survivor Engagement Facilitator and Survivor Engagement Researcher.

Key Responsibilities

- Assist with respectful Survivor outreach, appointment scheduling, invitations, participant communications and follow-up, under the guidance of project staff.
- Prepare interview materials, consent forms, meeting spaces and logistical arrangements; support documentation without independently leading sensitive interviews unless trained and authorized.
- Assist with interview transcription, organization of audio and video recordings, consent documentation and secure storage of Survivor accounts in accordance with project protocols.
- Help organize community gatherings, sharing circles, ceremonies and commemorations, including registration, supplies, travel arrangements and event setup.
- Assist with locating, digitizing, organizing, indexing and cataloguing archival records, photographs and historical documents.
- Maintain research inventories, file naming, data entry and source references; assist with preparing research summaries, timelines, inventories and reference lists for review by project staff.
- Assist with identifying missing information, discrepancies and follow-up research questions arising from Survivor accounts and archival records, while respecting consent, confidentiality and established project research protocols.
- Maintain accurate, secure and confidential engagement and research documentation; support activity tracking and reporting.
- Shift between engagement support and hands-on archival research according to project priorities and team capacity.

Qualifications

- High school diploma or equivalent, with demonstrated organizational and administrative skills.
- Ability to communicate respectfully with Survivors, Elders, families, staff and community members.

ON UNCEDED LANDS IN TREATY SIX TERRITORY
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- Attention to detail and ability to maintain accurate records, organize files and handle sensitive information confidentially.
- Basic proficiency with Microsoft Office, email, electronic files and data entry, or willingness and ability to learn.
- Ability to work collaboratively, follow established procedures, manage assigned tasks and respond flexibly to changing priorities.

Relevant post-secondary education or training, or equivalent community-based and administrative experience, will be considered an asset.

Assets

- Experience supporting Indigenous community events, programs or Survivor engagement activities.
- Experience with archival records, digitization, research inventories, databases or historical documentation.
- Familiarity with Indian Residential School history, Treaty 6 communities, Blue Quills history and Cree cultural protocols.
- Post-secondary coursework in Indigenous Studies, Social Work, History, Sociology, Education or a related field.

Working Conditions

- The position may require travel to First Nations communities, Survivor gatherings, archival repositories and other project-related locations.
- Occasional evening or weekend work may be required to accommodate Survivor availability, community events, ceremonies and project activities.
- The work involves sensitive historical materials and accounts of Indian Residential School experiences, which may be emotionally demanding. The successful candidate must approach this work with compassion, discretion, cultural humility and respect for personal boundaries.

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

Posted: October 29, 2026

To apply, please submit cover letter and resume 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.