

JOB POSTING

The Indigenous Prosperity Centre is seeking a Research Coordinator

Position Summary

Reporting to the Executive Director, the Research Coordinator for the Indigenous Prosperity Centre is responsible for managing research projects. Responsibilities include direct research, overseeing research teams, writing research papers, reporting on results of research projects, preparing funding proposals, liaising with Post Secondary institutions and First Nations.

- Conduct small research projects as needed to support Indigenous Prosperity Centre activities, such as scanning for Indigenous economic development support agencies and compiling a list of agencies and their services.
- Support applications for funding to conduct research projects, such as a broad MITACS application to support research positions.
- Working with the Executive Director and the Communications Specialist, establish trusting relationships with First Nations to determine their research needs and goals.
- Apply guiding principles as outlined in the Indigenous Advisory Board terms of reference to Indigenous research projects, including respect, openness, reciprocity and humility.
- Working with the Executive Director and the Communications Specialist, develop partnerships with Post Secondary Institutions, including University of Victoria, Royal Roads University, Camosun College, Vancouver Island University and others as appropriate
- Prepare research strategies to meet the research needs of the IPC and First Nations partners, for approval by stakeholders.

Required Skills and Qualities

- Strong verbal and written communications skills
- Leadership qualities, for supervising a small team
- Collaborative mindset, to work as part of a small but diverse cross-functional team
- Internally motivated to contribute to the advancement of Indigenous economic development

Experience and Knowledge

- Post Secondary experience with research and writing
- Awareness and sensitivity of Indigenous experiences in Canada, such as the impacts of residential school and the Indian Act.

Hiring Preference

As an organization serving the economic interests of Indigenous people, IPC will give hiring preference to Indigenous applicants.

To Apply

Please submit a resume and cover letter to info@indigenous-prosperity.ca by September 22, 2023. Short listed candidates will be contacted for an interview.