



EMPLOYMENT OPPORTUNITY

COMMUNITY RESEARCHER

POSITION SUMMARY

The Henvey Inlet First Nation Education department is seeking a temporary, part-time Community Researcher to join our Administration for a short-term contract. The Community Researcher reports to the Education Counsellor and is responsible for gathering historical and contemporary data about Henvey Inlet First Nation. This information will be used to create a Community Profile Booklet which will be used to promote a greater understanding of Henvey Inlet First Nation within school curriculums, government offices and other organizations by using historically accurate and culturally authentic information. The Community Researcher will work in collaboration with the Kinoomaadziwin Education Body (KEB) Project Coordinator, the HIFN Education Counsellor and community partners. The successful candidate should have excellent oral and written communication skills and be highly motivated.

MAIN RESPONSIBILITIES

The Community Researcher will:

- Adhere to research guidelines and principles
- Generate community interest and invite community participation
- Establish and maintain relationships with community members and community partners
- Collect and catalogue existing stories and research
- Transcribe existing recorded interviews if required
- Take photos and/or find photos and images to include in the book
- Obtain permission to use all photos, stories and information as required by research guidelines
- Explore recent community history, historical issues and events, artifacts and stories
- Gather data using community resources, archives, local departments, groups and people
- Identify and document current cultural practices of significance in the community
- Prepare written drafts for the book in collaboration with the KEB Project Coordinator
- Update community members through regular reports to administration and leadership and other groups as determined by the community
- Perform other duties as assigned from time-to-time by Chief and Council or the Director of Finance/Administration

QUALIFICATIONS

- Applicants must have an Ontario Secondary School Diploma (O.S.S.D)
- Be knowledgeable in basic research methodology
- Must be able to develop and maintain effective relationships
- Able to deal with the general public in a professional, tactful and courteous manner
- Must have excellent written, oral and interpersonal communication skills
- Must show initiative and be able to work independently
- Must be able to implement tasks, recognize and solve problems

- Be proficient in Microsoft Word, Excel, Power Point and use of general office equipment
- Must be able to create and deliver public presentations
- Able to work flexible hours
- Must have a valid driver's license and access to a reliable, insured vehicle
- The successful candidate must provide a satisfactory Criminal Record Check (CPIC) including a Vulnerable Sector screening
- Current First Aid and CPR Level C an asset

HOURS OF WORK

Part-Time - Up to 35.5 hours per week

CONTRACT DURATION

Up to 12 weeks

REMUNERATION

To be determined

START DATE

As soon as possible

APPLICATION DEADLINE

June 12, 2022

Qualified individuals are invited to submit their resume, cover letter and three (3) work references in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd., Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

Miigwetch to all applicants for their interest; however, only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.