

JOB POSTING DETAILS

Employer	Northern Ontario Research Development Ideas & Knowledge(NORDIK Institute) (NORDIK Institute)	Job Type	RI
Job Title	Administrative and Research Assistant	Duration	NA
ES Job ID	13375	Location	NA
Date Posted	September 20, 2022	Closing Date	September 23, 2022

Job Overview - Description & Duties

Primary Function:

Under the direction of Research Associate, Dr. Sheila Gruner, the researcher will assist with the planning and execution of research activities related to conflict, peace, exile, as well as truth and reconciliation, reparation, collective territorial and political rights of Indigenous and Afro-Colombian communities, women and other victims of Colombia's internal armed conflict. The researcher will support efforts of an international research network in the development and preparation of academic and pedagogical audiovisual and written materials.

Responsibilities include:

- Research-related planning in collaboration with Principal Researcher and Coordinating and Advisory Committees
- Preparation of proposals for research funding, grant/proposal writing and report writing
- Preparation of submissions to the Research Ethics Board (REB)
- Assist with interviews and focus groups
- Assist with the drafting of publications and dissemination of findings
- Management of information related to research projects on websites and social media
- Oversight and support to volunteers/students
- Organization of online (webinar) or face-to-face academic events and conferences
- Information gathering, literature searches and reviews of literature/media/grey sources
- Administrative tasks associated with research such as collection and organization of project expense information (receipts etc)

Working Conditions: The hours of work will be from 9:00 - 5:00 pm, Monday to Friday with some flexibility in hours.

Fields of Study: Community Development, International Development, Sociology, Education, Human Rights, Migration, Indigenous/Afrodiasporic Studies or other equivalent degree in a relevant discipline.

Location: Sault Ste. Marie

Salary: \$36,400.00 per annum

Deadline for applications: Friday, September 23, 2022

Required Skills

To be eligible to participate in the NOHFC Internship, individuals must:

- Be new entrants into the work force, are transitioning to a new career, or be unemployed or underemployed who are entering a new field;
- Have not previously participated in a NOHFC-funded internship;
- Be at least 18 years of age; and
- Reside, and be legally entitled to work, in Canada

Other Requirements

- Strong written and verbal communication skills;
- Research experience (particular preference for familiarity with: preparation of annotated bibliographies, literature reviews, bibliographic systems such as APA and Chicago 14)
- Experience, commitment or strong interest in human rights, truth and reconciliation, reparations, legal and cultural rights of women, Indigenous and Black communities
- Creation and management of websites, navigation of social media systems (facebook, twitter, etc) deemed a strong asset
- Familiarity with computer word processing and presentation applications and videoconferencing applications (Google Meet, Zoom, or WebEx)
- English & Spanish bilingualism is a strong asset along with working knowledge of French

How to Apply

Please send cover letter and resume addressed to Dr. Sheila Gruner to: [hiring@nordikinstitute.com](mailto: hiring@nordikinstitute.com)
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