



**The First Nations School Board in Adult Education
The First Nations Adult Education School Council**

July 19, 2024

JOB POSTING

JOB TITLE:	Research Officer (Start date: August 2024)
IMMEDIATE SUPERVISOR:	Development Coordinator
PLACE OF WORK:	Pessamit, Roberval, Opitciwan, Gesgapegiag, Unamen Shipu, Kanesatake, and Wemotaci (remote and travel)
SALARY:	TBD
DURATION:	Full-time/Determined (+12 months)

POSITION SUMMARY

The Research Officer will act as a support for the research team which includes the FNAESC Development Coordinator and the Senior Research Project Lead.

DUTIES AND RESPONSIBILITIES

- △ Participate in weekly housing meetings, take notes, research and development.
- △ Support the team in the drafting of documents.
- △ Use standardized information gathering tools.
- △ Communicate, develop and maintain links with the members of the control group in their community.
- △ Plan the completion of data collection.
- △ Participate in the definition of certain methodological and operational aspects of the research project.
- △ Contribute to the definition of the logistical, operational and methodological aspects of certain operations of the research project (in collaboration with the FNAESC and the ICEA).
- △ Coordinate the logistical, operational and methodological aspects of certain operations of the research project (in a community).
- △ Other related duties as required.

REQUIREMENTS

- △ Degree in a relevant field of study;
- △ Two (2) years of relevant experience;
- △ Have an interest in research and group facilitation;
- △ Good knowledge of French, both written and oral;
- △ Good understanding of English both written and oral;
- △ Knowledge of the Microsoft Office suite;
- △ Have access to a cell phone and an internet connection.

ASSETS

- △ Proficiency in an Indigenous language;
- △ Knowledge of the culture and structures of Indigenous communities;
- △ Knowledge of the adult education environment.

PERSONAL QUALITIES

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| △ Interpersonal relationship | △ Adaptability |
| △ Effective communication | △ Planning skills |
| △ Team spirit | △ Organizational skills |
| △ Empathy | △ Problem solving |
| △ Ability to analyze and synthesize | |
| △ Tact and diplomacy | |

Only candidates who meet the requirements will be interviewed for an interview.

Individuals interested in this position may send their resume and cover letter by email, by Monday, August 2, 2024 at 4 p.m., to:

**Ms. Tammy Martin, tmartin@conseilscolaire-schoolcouncil.org
First Nations Adult Education School Council**