



Research Associate, Indigenous and Northern Communities

Employment opportunity: 12-month contract, full-time

Reports to: Associate Director, Indigenous and Northern Communities

Location: remote work arrangement within Canada

The Indigenous and Northern Communities (INC) group is seeking a Research Associate to join its team. The successful candidate will have a foundational and multidisciplinary understanding of the key challenges and opportunities confronting policy development and decision-making within the contexts of northern, remote and Indigenous Canada.

The successful candidate will be part of a professional research team and will undertake robust, objective, non-partisan applied research for public, Indigenous, non-profit and private sector decision-makers. In particular, this position will play a key role in delivering on our Future Skills Centre research program - a collaborative initiative that brings together representatives from public, Indigenous, private and academic organizations from across the country. This research program addresses several interrelated themes including Indigenous-centred education, skills, and labour market development; northern Indigenous mixed economies; and Indigenous self-determination, reconciliation, and institutional capacity development.

Our ideal candidate is.... someone with the ability to think strategically and respond quickly to multiple priorities and deadlines. As a Research Associate, you will draw on your writing skills and understanding of quantitative and qualitative research methodologies to produce documents that inform decision-making and provide actionable recommendations for a wide spectrum of decision-makers. You have an analytical mind, are adept and creative in addressing complex research topics, are self-motivated, and enjoy working with others. You will be expected to think strategically about the issues and how they can be addressed in a way that offers practical solutions to inform decision-making.

We are a virtual organization. As a remote worker, you must be comfortable and able to work 100 per cent of the time from a home office. To be successful as a remote worker you need to have a self-starter attitude, possess strong organizational and time management skills, and be a proactive communicator.

About the Role

Some of the things you will do every day:

- Produce high quality, well written reports, articles, and proposals.
- Support research projects of varying complexity utilizing your knowledge of quantitative and qualitative research methods.
- Communicate effectively with customers, team members, colleagues, research advisors and external stakeholders.
- Participate in internal and external meetings.
- Work closely with the Associate Director and other research staff to conceptualize new research opportunities and projects.
- Support, when needed, the logistical requirements associated with the fieldwork undertaken by the INC team. Prior experience in conducting fieldwork with remote communities, including Indigenous communities, is an asset.
- Commitment to producing high quality work and demonstrating professional values in all aspects of work and interactions with colleagues and customers.

About You

Required Skills and Qualifications:

- A Masters' degree or higher in Indigenous relations, Indigenous studies, Canadian studies, governance, the humanities, community development, sociology, public policy or a related discipline, along with demonstrated knowledge of northern and Indigenous issues.
- A minimum of four years' experience in a professional applied research organization or setting as a practitioner, handling complex research projects on issues of relevance to Indigenous groups and organizations with interests in Northern and remote Canada.
- Advanced writing skills with the ability to write clearly, concisely and quickly.
- Demonstrated understanding of quantitative and qualitative research methodologies. Applied knowledge of interview, focus group, survey design methods, and multivariate analysis an asset.
- Demonstrated understanding of Participatory Action Research methods.
- Experience in conducting community-based fieldwork an asset.
- Demonstrated knowledge and understanding of meeting design and facilitation an asset.
- Proficiency with MS Office applications.
- Proficiency with statistical software applications (e.g., SPSS, Stata).
- Proficiency with qualitative analysis software (e.g., NVivo) an asset.
- Ability to set priorities, work under pressure, deliver high-quality products and meet deadlines.
- Demonstrated success in handling multiple responsibilities and deliverables.
- A strong sense of teamwork, professionalism and customer focus.
- Ability to travel in Canada is a requirement (when it is safe to do so).
- Bilingualism is an asset.
- Familiarity with Indigenous cultures and an Indigenous language an asset.
- Having a home office environment that provides for a productive, professional, and safe work environment during regular working hours is a requirement for this role

How to Apply

Applications may be submitted through our [Careers'](#) page.

We welcome applications from people with disabilities. Please let us know if you require a specific accommodation because of a disability, or a medical need, in order to participate in any aspect of the selection process.

No phone calls, please. We wish to thank all applicants for their interest in The Conference Board of Canada. Please note that only those selected for an interview will be contacted.