CONTRACT OPPORTUNITY
RESEARCH ASSISTANT OR ASSOCIATE

We are looking for a passionate and qualified Research Assistant or Associate to join our team at Sisco & Associates Consulting Services (SISCO).

POSITION SUMMARY:

<table>
<thead>
<tr>
<th>Position</th>
<th>Research Assistant or Associate</th>
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</thead>
<tbody>
<tr>
<td>Term</td>
<td>Temporary (6-months), Full-Time or Part-Time with Possibility of Renewal</td>
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<td>Supervisor</td>
<td>Director of Operations</td>
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<tr>
<td>Location</td>
<td>This is a remote position</td>
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<tr>
<td>Summary</td>
<td>Responsible for planning, organizing and conducting research; helping to prepare presentations; organizing community engagements; writing reports and briefings; and any other miscellaneous tasks required to support SISCO's business operations.</td>
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ABOUT SISCO:

SISCO is a consulting firm specializing in community-based work with and for Indigenous communities, organizations and people. We provide research, evaluation, planning, facilitation, and web development services. Please visit our website to learn more: siscoconsulting.ca

We are committed to fostering a balanced, supportive and fun work experience. At SISCO we offer 30-35 hour work weeks, flexible work schedules and remote work opportunities.

ESSENTIAL RESPONSIBILITIES:

Main responsibilities include but are not limited to:

- Research and analysis, including conducting document reviews, interviews, focus groups, asset mapping and other primarily qualitative methods
- Policy review, analysis and development
- Meeting and community engagement organization, coordination and facilitation, scribing and taking notes
- Developing and delivering presentations to First Nations’ Chief & Councils, committees and at conferences and other events as required
- Writing and editing reports, planning documents, toolkits and proposals
- Contributing to business development, including identifying opportunities and developing proposals and funding applications
- Research assistance and administration support services, including but not limited to note-taking and typing up of meeting briefings, data entry and tracking, etc.
- Any other miscellaneous tasks as required
Please note, responsibilities for this role may change with project work and business needs.

STATEMENTS OF QUALIFICATIONS:

Basic Requirements (Mandatory & Minimum):
- Post-secondary degree in related field
- 2-5 years’ experience conducting research
- Ability to use word processing and excel
- Strong writing skills
- Proficient presentation and facilitation skills
- Positive attitude, strong work ethic and willingness to learn and grow, as well as share your knowledge with the team

Rated Requirements:
- Advanced post-secondary education an asset
- Demonstrated interest in community based research and development
- Knowledge of First Nations cultures, histories and settler-colonial context
- Experience working with First Nation communities in southwestern Ontario
- Ability to speak an Indigenous language an asset

PHYSICAL DEMANDS:
- Sitting for long periods of time in office environment at a desk, computer terminal, or in meetings
- Standing for long periods of time at meetings, site visits or facilitation engagements
- May be required to drive a vehicle to perform duties

COMPENSATION AND BENEFITS:
- Compensation commensurate with qualifications and experience.
- 30-35 hours of work per week.
- SISCO does not offer benefits packages to temporary employees.

APPLICATION PROCESS:

Please submit a resume and cover letter to:

Alisha Fowler  
Director of Operations,  
alishe@siscoconsulting.ca

APPLICATION DEADLINE: Friday, March 5, 2021