



Post-Secondary Research Assistant (Canada Summer Jobs)

Primary Function:

Under the direction of Dr. Sean Meades, the Research Assistant will be responsible for a variety of research duties.

Responsibilities include:

- Conduct primary and/or secondary research related to carbon emission reduction;
- Participate and assist in coordinating meetings with stakeholders;
- Assist in drafting and revising chapters in a public toolkit to be published by the Institute;
- Attend NORDIK Team meetings.

Skills Preferred:

- Research skills, including previous experience with literature reviews and secondary data collection
- Knowledge of Indigenous cultures
- Strong organizational and time management
- Excellent verbal and written communication
- Excellent social media skills
- Knowledge of grant/proposal writing
- Familiarity with various media outlets and social media
- Experience with Microsoft and/or G-Suite Applications
- Can work independently and cooperatively

Qualifications:

To be eligible to participate in the Canada Summer Jobs initiative, individuals must:

- Be between 15 and 30 years of age at the start of the employment;
- Be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Working Conditions: The hours of work will be 35 hours per week. Working hours are 9:00 a.m. - 5:00 p.m., Monday to Friday with some flexibility in working hours permitted. The position is 8 weeks in duration and will start May 30.

Fields of Study: Sociology, Anishinaabe or Indigenous Studies, Community Development, or another related field in the Social Sciences or Humanities.

Wage: \$17.00/hour x 35 hours/per week x 8 weeks

Deadline for applications: May 20, 2022, 4:30 p.m.

Please send cover letter and resume to: sean.meades@algomau.ca
NORDIK Institute, 1520 Queen Street East, Sault Ste. Marie, ON P6A 2G4 www.nordikinstitute.com

This employment opportunity was made possible with the generous support of the Government of Canada through the Canada Summer Jobs program.

Canada 