



Researcher Strategic Relationship Management

This **Researcher** position will be integral to NVision's modern treaties and self-governing Indigenous governments (MT/SGIG) coordination support team. Working in both the Strategic Relationship Management and Content Creation baskets, this role will include supporting ongoing and new policy collaborations and awareness-raising/learning tools, as well as ongoing communications needs and event coordination support, including high-profile political meetings and national conferences.

As a Researcher, you will have a diverse range of responsibilities. Your primary duties will include administrative support tasks, file management and note-taking, email correspondence, and logistics around meetings and events. This role will also provide you with significant client interaction opportunities, including supporting the logistics of large gatherings and collaborative efforts.

In the Strategic Relationships Management service basket, we coordinate and facilitate important relationships and discussions on behalf of our Indigenous clients. Some examples include managing and facilitating the process to co-develop the Fiscal funding policy between the federal government and 26 Self-Governing Indigenous Governments and the co-development of the new Modern Treaty Implementation Policy in Canada. We also provide Secretariat and project support for Indigenous bodies like the Land Claims Agreements Coalition and BC Alliance of Modern Treaty Nations.

Salary Range:

\$56 000 – \$85 000

Anticipated Start Date:

August 19, 2024

Term:

This position will initially be a 12-month contract with the potential for conversion into a full-time permanent position. While this is envisioned to be a full-time position, a 4-day (30/hr) work week might be considered for the right candidate.

Location:

- Remote (Ottawa or Iqaluit preferred)

Your productivity and success are important to us. If you choose to work remotely, we require access to reliable high-speed internet to ensure smooth communication and efficient work.

Benefits

- Hybrid work arrangement
- Excellent career path potential
- Professional development opportunities
- Mentorship program
- Competitive compensation and benefits package
- Casual work environment
- Opportunity to make a real difference, on the ground in Indigenous communities and regions

Required Knowledge, Skills, Education/Training

1. University degree or equivalent certification in a relevant field
2. Comfort and experience working within Indigenous worldviews.
3. Broad experience with software applications including MS Office suite, including spreadsheets, and presentation software. Experience using social media in a business context is an asset.
4. Research and writing skills: 3 to 5 years of experience
5. Ability to capture complex discussions in detailed meeting notes
6. Excellent interpersonal skills, including strong verbal and written communications skills in English
7. Ability to work independently, and show initiative
8. Excellent analytical and problem-solving skills
9. Comfort working with large groups and communicating with a wide range of clients.

Preferred Knowledge, Skills, Education/Training

1. Indigenous ancestry (First Nations, Inuit, Métis)
2. Fluent speaking and writing in English. Working knowledge of French and/or an Indigenous language is an asset
3. Knowledge and understanding of Indigenous cultures and histories in Canada, particularly in the Modern Treaty and Self-Governing Indigenous Government context
4. Experience with event, workshop, and/or course planning and delivery
5. Excellent teamwork, collaboration and communication (verbal and written) skills
6. Superior organizational skills
7. Security Clearance

Valued Indigenous Identity, Knowledge and Lived Experience

1. Indigenous ancestry (First Nations, Inuit, Métis) that can be confirmed (if requested by NVision), through one of the following ways:
 - a) Documentation such as Indian status card, Inuit enrolment card, evidence of enrolment as a modern treaty beneficiary, Métis citizenship card.
 - b) Lived experience demonstrated through cultural reclamation process or relationship to/with Indigenous communities, Nations or Peoples, and/or
 - c) A letter outlining your Indigenous ancestry, community and family/kinship ties.
2. Knowledge of an Indigenous language, in any capacity, from beginner to advanced, written or oral.



How to apply:



Applicants should send a resume and cover letter outlining how they meet the key requirements of the position to hr@nvisiongroup.ca by **July 12, 2024, 5:00 pm EST.**

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.