



Sioux Valley Dakota Nation Employment Opportunity **Research Assistant**

Brandon Indian Residential School Missing Children Investigation
Part-time (TERM)

POSITION SUMMARY: Sioux Valley Dakota Nation is seeking a highly skilled and compassionate person to Assist in the Research aspects of the multi-faceted investigation into missing children at the Brandon Indian Residential School. The Project Manager will co-ordinate with and report to Sioux Valley Dakota Nation Chief and Council.

DUTIES INCLUDE:

- Responsible for the research aspects related to the investigation
- Assist with internal (SVDN) and external (public) education and general communications
- Coordinate and organize information for website, newsletters, and social media posts
- Assisting with ethics applications, interviews, and archival research
- Assist with data organization and preservation
- Assist with writing funding applications and developing educational resources
- Expected to work closely with the Project Manager, Administration and Community Coordinators
- Other duties as deemed necessary

QUALIFICATIONS:

- At minimum a Post-Secondary Degree in a closely related field and 2 years relevant experience
- Cultural and traditional knowledge an asset
- Experience with outreach, communication, education, and teaching experience
- Must be reliable and punctual
- Must maintain confidentiality as required due to the sensitive nature of the work
- Ability to maintain a respectful working relationship with staff, community representatives/members and representatives of other organizations
- Knowledge of office equipment and computers
- Proficient with Microsoft programs (Outlook, Word, Excel and PowerPoint)
- Proficient with virtual meeting platforms (Zoom and MS Teams)
- Excellent time management and organizational skills
- Must be able to work independently and as part of a team
- Excellent verbal and communication skills
- Research, writing, and planning skills
- Ability to budget and record accurate expenses
- Ability to work in a fast-paced environment
- Must be able to work a flexible work schedule
- Valid Manitoba driver's license and reliable vehicle

Competition Number:

APPLICATION DEADLINE:

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.