



Sioux Valley Dakota Nation

Employment Opportunity

RECORDS RESEARCH COORDINATOR

Brandon I.R.S. Investigation Project

Full-Time, Term Position: Concludes Approx. March 31, 2024

POSITION SUMMARY: The Records Research Coordinator will oversee the historical documents process related to the Brandon Indian Residential School (B.I.R.S.) Investigation. This individual will be responsible for: 1) locating historical documents; 2) ensuring documents are accurately transcribed by research assistants; 3) inputting records in SVDN's Square 9 archival database; and 4) analyzing documents for relevant information for missing children's profiles.

Position Duties:

- Conduct thorough searches and investigations to identify and locate relevant archival records from various sources, including libraries, archives, online databases, and government agencies
- Supervise a team of research assistants, providing guidance, training, and support to ensure their work aligns with project objectives and deadlines
- Assign research tasks to assistants, monitor progress, and review their findings for accuracy, quality, and adherence to established research methodologies
- Foster a collaborative and positive work environment, encouraging teamwork and knowledge sharing among research assistants
- Collaborate with researchers, historians, and community members to determine the most effective approach for organizing and indexing case files
- 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 maintain confidentiality as required due to the sensitive nature of the work
- Proficient with Microsoft programs (Outlook, Word, Excel and PowerPoint)
- Valid Manitoba driver's license and reliable vehicle

Competition Number: 2023100

APPLICATION DEADLINE: Friday, August 18th, 2023, at 4:00 p.m.

Please submit Cover letter and Resume indicating Competition Number to:

Human Resources Department, Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2671 Fax: 204-855-2131

Email: happlications@svdngovernance.com

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For the job description, please e-mail happlications@svdngovernance.com to request a copy.