



NISHNAWBE ASKI DEVELOPMENT FUND

External Job Posting

Researcher Contract up to March 31, 2015 Thunder Bay

Nishnawbe Aski Development Fund (NADF) has an exciting opportunity in our Thunder Bay office for a **Researcher**. The Researcher will develop a methodology and related tools to address a specific need/topic, conduct research, formulate recommendations and develop proposals.

Eligibility requirements:

- As a condition of funding, this is a Skills Link program with Aboriginal Affairs and Northern Development Canada) criteria.

DUTIES AND RESPONSIBILITIES:

The Researcher will be responsible for the following duties:

1. Develop work plan for specific research project using project management concepts and tools in its design:
 - 1.1. Identify appropriate research methodology;
 - 1.2. Identify phases of work with timelines and deliverables for each;
 - 1.3. Recruit, train and oversee volunteers if required;
 - 1.4. Ensure an evaluation component is included to assess the project both internally by NADF and by third-parties then incorporate results into reports.
2. Work cooperatively with the Communication/Marketing team to bring awareness to research projects
 - 2.1. Ensure availability of culturally appropriate program material;
 - 2.2. Identify strategies to ensure engagement of community;
 - 2.3. Participate in the NADF bi-weekly radio program, internet presence and other marketing activities to ensure extensive promotion of the project;
 - 2.4. Ensure appropriate promotion of every youth program delivered;

QUALIFICATIONS:

1. A post-secondary diploma or degree in Business or a related discipline.
2. Strong public relations skills.
3. Strong written and verbal communication skills.
4. Strong problem identification and problem solving skills.
5. Computer literacy including e-mail, word-processing, and spreadsheet/database software.
6. Knowledge of and commitment to the services provided by NADF.
7. Knowledge of the people, culture, and history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
8. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
9. Must be willing and able to travel by air and road to remote and rural northern communities.

Hourly rate is \$20.00 per hour at 35 hours per week. To review a complete job description, please visit our website at **www.nadf.org**.

Qualified applicants may forward their cover letter and resume with 3 references by **December 19, 2014, by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund
Attn: Millie Carpenter, HR Manager
107-100 Anemki Drive
Fort William First Nation, ON P7J 1J4
Fax: (807) 622-8271
Email: mcarpenter@nadf.org

While all responses will be appreciated and handled in strictest confidence, only those applicants being considered for an interview will be contacted. Members of Nishnawbe Aski Nation are encouraged to apply.