

## Research Assistant Job Posting



National Association  
of Friendship Centres  
Association nationale  
des centres d'amitié

*Friendship Centres make up Canada's most expansive network of programs and services for the 780,000 Indigenous people who call the city their home. The NAFC was established in 1972 to support and represent the growing number of Centres located in more than 100 different locations across Canada. Friendship Centres deliver more than 1800 culturally holistic, client-centered, programs and services annually, that are intended to assist urban Indigenous peoples and their families to equitably participate in Canada's socio economic development.*

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### *JOB POSTING*

The National Association of Friendship Centres (NAFC) is looking for Research Assistant to provide research and analytical support in the administration of the Urban Aboriginal Knowledge Network (UAKN) as part of the Network Secretariat. The UAKN is a research network of urban Aboriginal communities, policy makers and academics, engaging in community driven research with the goal of contributing to a better quality of life for urban Aboriginal people. Responsibilities of the position include research and analysis, preparing briefing materials, presentations and assist in the preparation of a final report. The successful candidate must have strong writing, research and analytical skills; knowledge of policy development processes, and; knowledge of urban Aboriginal people and organizations.

This position is full time (35 hours per week), beginning as soon as possible for approximately 15 weeks ending March 31, 2018, with the possibility of extension.

### *NATIONAL ASSOCIATION OF FRIENDSHIP CENTRES*

The NAFC is a national not-for-profit Indigenous organization located at 275 MacLaren Street in Ottawa, Ontario. It consists of 125 Friendship Centres and Provincial Territorial Associations located coast-to-coast-to-coast. The NAFC is governed by a Board of Directors that includes eleven regional representatives, a youth representative, and a five-member Executive Committee. NAFC's Constitution formally establishes its structure, purpose and objectives. It addresses rules and regulations related to the Association's membership, governance structures, Senate, Executive, and Standing committees, Annual General Meetings, and its Aboriginal Youth Council (AYC).

The NAFC receives Federal and other funding that supports its internal organizational structure that consists of three Departments; Finance, Programs, and Research and Policy. NAFC currently employs fifteen dedicated individuals including an Executive Director who is responsible for the overall management and administration of the organization. The NAFC offers a flexible, non-traditional work environment in a heritage building in the heart of downtown Ottawa and has free parking!

### *HOW TO APPLY*

Interested candidates should submit a CV and cover letter outlining how they meet the specific requirements of the position, to Erin Corston, NAFC Executive Director by email at [ecorston@nafc.ca](mailto:ecorston@nafc.ca) on or before **Friday January 12, 2018**. For more information please call the NAFC office at 613-563-4844.

We appreciate all applications but only those candidates selected for an interview will be contacted.

### *RESEARCH ASSISTANT: JOB DESCRIPTION*

**Objectives of the Job:** The Research Assistant provides research and analytical support to the UAKN Secretariat. Responsibilities of the position include research and analysis, preparing briefing materials, presentations and assist in the preparation of a final report. The successful candidate must have strong writing, research and analytical skills; knowledge of policy development processes, and; knowledge of urban Aboriginal people and organizations.

#### **Duties and Responsibilities:**

- Gather and analyze qualitative and quantitative information on demographic, economic, social, and political topics of relevance to urban Aboriginal people and communities;
- Compile and provide analysis of information on issues specific to urban Aboriginal people, assist in the development of a thematic analysis of UAKN final papers to date;
- Assist in writing a final report, presentation and briefing materials;
- Support functions of the UAKN Secretariat; and
- Carry out any other position-related duties as may be assigned from time to time.

#### **Qualifications:**

- Strong analytical and strategic thinking;
- Strong research skills including statistical analysis;
- Comprehensive knowledge of software including Microsoft Office;
- Knowledge of the Urban Aboriginal Knowledge Network;
- Knowledge and understanding of NAFC's priorities, mandate, organizational structure and the Friendship Centre Movement;
- Preference will be given to candidates with proficiency in both official languages.

This opportunity will be posted until filled.

Only those candidates selected for an interview will be contacted. Aboriginal candidates are encouraged to apply.