



EMPLOYMENT OPPORTUNITY

Life Long Learning Project and Research Coordinator

The Chiefs of Ontario is inviting applications for a Lifelong Learning Project and Research Coordinator. Under the supervision of the COO Director of Education, the Lifelong Learning Project and Research Coordinator is expected to actively participate in and coordinate national and provincial project and research activity associated with the First Nation lifelong learning continuum. This position has the potential for contract renewal. There is a preference for candidates who have experience with education datasets and previous work with First Nation communities.

LOCATION: Somewhat flexible. Successful candidate may work from a home office or from the COO Office in Toronto.

DUTIES AND RESPONSIBILITIES:

- Project and research process management and coordination of research projects with partner organizations and contractors
- Manage project timelines and deliverables
- Coordinate and facilitate research meetings and engagement
- Assist with research protocols and ethics board applications
- Review and synthesize research literature and education policy documentation
- Assist with the development of analytic plans and analyze and interpret quantitative data
- Prepare research articles, manuscripts and reports
- Facilitate on-going communication with partners, advisory groups, and research teams
- Assist with knowledge sharing and translation activities
- Other duties, as assigned
- Consolidate information and develop appropriate written reports and communications
- Liaise and strengthen relationships between First Nations, Tribal Councils, Provincial Territorial Organizations (PTOs), provincial education systems and Indigenous Services Canada
- Collaborate and share information in a dynamic team environment

Qualifications:

In addition to demonstrated experience in most of the above tasks, COO is seeking a broadly trained candidate with the following qualifications:

- Master's degree in public policy, education, or other relevant disciplines
- Experience with large data sets, quantitative, qualitative, and mixed methods research designs
- Proficiency in using a variety of office software and research software packages
- Strong verbal and written communications skills
- Ability to work as part of a collaborative team and internal/external partners
- Ability to travel

- Knowledge of First Nation traditions, cultures, and values; understand the history and relationship between First Nations and the Crown.
- Extensive understanding of the diversity among First Nations.
- Comprehensive understanding of both federal and provincial education systems, programming and policies.
- Self-motivated and able to work independently with limited supervision in a fast-paced environment.
- Valid driver's licence and able and willing to travel when required

DURATION: July 3rd 2018- March 31, 2019 (Potential for renewal based on funding approval)

APPLICATION DEADLINE: Open until filled

Send letter of application, resume, and include 2 references marked confidential to:

Chiefs of Ontario
468 Queen Street, East, Suite 400
Toronto, ON M5A 1T7
Email: opportunities@coo.org