

JOB DESCRIPTION

RESEARCH COORDINATOR INTERNSHIP (1 YEAR) – OFNEDA

GENERAL DESCRIPTION

The RESEARCH COORDINATOR INTERN will be responsible for conducting research projects that will identify gaps, opportunities, procurement readiness for indigenous communities and their respective economic development officers in Ontario. The analysis and findings from these studies will lead OFNEDA to help structure and prioritize future support mechanisms to aid Ontario indigenous communities to economic growth.

ORGANIZATIONAL STRUCTURE

The RESEARCH COORDINATOR INTERN reports directly to the Executive Director of OFNEDA and supports the Executive Board and the Board of Directors.

LIAISONS:

The RESEARCH COORDINATOR INTERN liaises with:

- Indigenous Services Canada (ISC)
- Procurement Assistance Canada (PAC)
- Ministry of Indigenous Affairs Ontario
- FN Economic Development Officers
- First Nations
- Provincial Territorial Offices (PTO's)
- Tribal Councils (TC's)
- Other Indigenous Organizations (CANDO, CCAB, ITAC, etc.)
- Business Organizations interested in doing business with FN
- Research Consulting Companies
- Ontario Private Industry
- Local, Regional, Provincial and Federal Economic Departments

POSITION TITLE

RESEARCH COORDINATOR INTERN, Ontario First Nations Economic Developers Association

REPORTING PROTOCOL

The RESEARCH COORDINATOR INTERN will work under the direct supervision of and report to the Executive Director for OFNEDA.

Written weekly update reports on research project status activities, member communities contacted, surveys completed will be provided to the Executive Director during a zoom call. Monthly updates via conference call will be required to the Executive Board as well as quarterly updates to the entire OFNEDA Board of Directors on project status.

POWER OF DECISION MAKING

The RESEARCH COORDINATOR INTERN has limited authority to take the measures that are necessary to conduct required activities to complete the research projects. Strategies, project plans, survey development and execution, spending, communication, and marketing of projects should be communicated to and approved by the Executive Director.

OFFICE MANAGEMENT

- Respond to daily correspondence and telephone requests of the member communities and external organizations on research material and Executive Director.
- Ensure accurate and secure files of all correspondence and records of project material and information.
- Ensure the reliability of office equipment and communication vehicles for consistent communication requirements with OFNEDA staff and other stakeholders.
- Maintain an accurate recording of tasks completed daily that will provide material for progress reporting to ED.

STRATEGIC LEADERSHIP

- Develop, implement, and execute research techniques that will aid in the completion of projects agreed upon. This may include the interaction and negotiation with private research consulting firms in order to complete assigned projects.
- Provide information to the Executive Director and the Executive Board on progress and rationale to support recommendations for approval.

- Provide research analysis through effective reporting to senior management and OFNEDA board.
- Maintain professionalism when conducting business on behalf of OFNEDA

CONFERENCES, FORUMS AND EVENTS

- In conjunction with organizing committees and other FN economic development organizations, help the Executive Director develop conference/workshop agendas and themes that are a priority to indigenous communities in Ontario.

PRIMARY DUTIES

1. Understand OFNEDA's mandate to deliver information about the organization.
2. With direction from the Executive Director conduct surveys of indigenous communities and their EDOs to determine capacities for economic development readiness and identify gaps in infrastructure, workforce development, financing and skills development. Executing surveys may include multiple channels including telephone interviews, on-line, written and in-person meetings.
3. Communicate constantly with the Executive Director on research project initiatives for approvals and evaluation.
4. Operate under the organizations policies, controls, and procedures.
5. Formulate and gain approval on research projects, plan and spend.
6. Develop an annual research plan for the Executive Director's approval.
7. Coordinate with the accountant on the processing and timely filing of payments and spending for the organization on research initiatives.
8. Communicate effectively and respond timely to requests from the Executive Director, the Executive Board, members, consultants, and other stakeholders
9. Enhance and build relationships with Ontario indigenous communities in order to build the trust so that there is active engagement in research information gathering and support.
10. Liase with educational institutions on research projects for support and information gathering.

SECONDARY DUTIES

1. Be familiar and liaise with other FN institutions and organizations to possible gain support and information as part of the research process.
2. Other tasks/duties/responsibilities as requested by the Executive Director.

QUALIFICATIONS

1. University degree or college diploma in social sciences, business, or economics within the last 3 years.
2. Indigenous, unemployed 30 years of age or younger.
3. Resident of Northern Ontario preferred.
4. Superior communication skills.
5. Excellent organizational and time management skills.
6. Self-starter, highly motivated, personable.
7. Flexibility to travel.
8. Knowledge of FN economic development organizations and their mandates.
9. Ability to work independently and remotely with minimal supervision.

SKILLS REQUIRED

1. Superior understanding of research survey and information gathering techniques.
2. Proficiency in MS Office.
3. Demonstrated ability to foster and maintain good working relationships.
4. Some knowledge of provincial and federal economic development programs and services.
5. Familiarity with FN governance, laws, and governments.
6. Excellent report writing skills.
7. Knowledge of digital and social media techniques.