



TASII?AKQIN ?UYAQHMISUKQIN (OUR JOURNEY, OUR STORY)

HIRING: Research Coordinator (Part-Time) *Updated

State Date: March 2, 2020

End Date: February 28, 2021

***opportunity for annual renewal until Spring 2023**

Location: Port Alberni and/or Anacla Government Office

Rate of Pay and Hours: \$21/hour; 15 hours per week (flex)

Position Summary:

The Research Coordinator will prepare, organize, and chair Research Advisory Committee meetings and Community Engagement Sessions, as well as recruit, interview, and transcribe (type word for word) data from volunteer research participants as part of the *Tasii?akqin ?uyaqhmisukqin (Our Journey, Our Story): Huu-ay-aht Perspectives on Modern Treaty Implementation* research project. The Research Coordinator will receive training on all aspects of conducting research related to this project according to university and Huu-ay-aht ethics protocols and all research related organizational activities.

This research project is being conducted in partnership with Huu-ay-aht First Nations, Dr Heather Castleden (Queen's University), and Dr Vanessa Sloan Morgan (University of Northern British Columbia). The project is funded by the Social Sciences and Humanities Research Council of Canada and will run from 2019-2023. To learn more about the project, please visit <http://heclab.com/current-projects-2/our-journey-our-choice-our-future/>.

The Research Coordinator will receive guidance and support from immediate supervisors: Vanessa Sloan Morgan and Heather Castleden. Huu-ay-aht Communications will act as the designate and assist with supporting the Research Coordinator during day-to-day activities. As per Huu-ay-aht First Nations' Human Resources Policy, the Research Coordinator will undergo a 90-day probationary period.

Key Responsibilities:

- Chair all Research Advisory Committee Meetings (quarterly) and produce minutes immediately after these meetings;
- Prepare and circulate meeting agendas and minutes in advance of Research Advisory Committee Meetings
- Complete associated administrative tasks related to the research project as needed;
- Coordinate Community Engagement Sessions related to this research project;
- Record detailed notes during Community Engagement Sessions related to this research project;
- Organize Research Advisory Committee members' honoraria, accommodation, meals, and travel;
- Draft monthly briefing notes to provide Executive Council with research project updates;
- Work with Vanessa Sloan Morgan and Heather Castleden to recruit, interview, and transcribe data from volunteer research participant interviews and research materials; and
- Ensure ethical protocols are maintained at all stages of the research, including confidentiality.



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Required Skills:

- Knowledgeable about Huu-ay-aht's path to treaty;
- Familiarity with social science research;
- Effective and respectful communication skills;
- Ability to listen and process information on the spot;
- Flexibility and ability to work in a variety of environments with a variety of people;
- Ability to travel to the Lower Mainland, Victoria, Nanaimo, Port Alberni, and Anac/a/Treaty Settlement Lands, including overnight and/or weekends;
- Ability to maintain and report accurate financial information;
- Ability to manage time and multi-task;
- Ability to use a variety of computer applications, including proficiency with MS Office;
- Proficiency with typing and copy editing; and
- Valid Class 5.0 Driver's license.

Education Requirements:

- A minimum of four years of coordination and/or event-planning experience (e.g., organizing a Potlatch) OR a technical certificate in administration OR an undergraduate degree.

In accordance with Huu-ay-aht First Nations' HR Policy, page 7: "every reasonable effort shall be made to employ the most suitable/qualified candidate, based on predetermined bona-fide occupational requirements, with a preference given to qualified Huu-ay-aht citizens."

We thank all applicants for their interest in this position; however, only candidates selected for an interview will be contacted. If you have any questions, please call Vanessa at: (250) 508-3410; or vanessa.sloan.morgan@unbc.ca or Heather at: (902) 489-2414 or Heather.Castleden@queensu.ca.

Please email a cover letter outlining your interest in the position, your eligibility, a resume, and the names of two educational or employment references to: HR@huuayaht.org. Please quote 'HFN Research Coordinator Position' in the subject line. Applications can also be sent by fax to: 250-728-1222, or mail: Attn: Human Resources Manager, 3483 3rd Ave, Port Alberni, BC, V9Y 4E4.

Closing date for this position is January 24, 2019 at 4:00 pm. The position will begin March 2, 2019.



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Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other