



Research Assistant- Indigenous & Systems Planning

About Us

We are a social enterprise startup focused on social innovation and systems change with the pace to match. As a B Corp, we are obsessed with achieving our social purpose through a sustainable, successful business model. We have a flat structure with about 25 high achievers in technology, systems planning, research, data visualization, and community engagement. Read more about us at www.HelpSeeker.co.

When you join HelpSeeker:

- You will be on the ground floor of an innovative startup environment revolutionizing the way people access help and how we design our social safety net.
- You will make a competitive paycheck
- You will be part of an innovation-obsessed, high energy team made up of some of Canada's top thinkers on social change.
- You can be you: we believe we all do our best work when we are passionate about our work and can be ourselves: no big corporate culture, unnecessary rules and policies here!

Role Overview

The Research Assistant will be a status First Nations youth living in the Treaty 7 Region of Alberta, and will utilize their organizational and research skills in support of current and upcoming projects with HelpSeeker. This is a junior role that will be responsible for gathering, analyzing, and summarizing findings with our Systems Planning and Research teams, with a focus on Indigenous research. This position will work closely with Monique Fry, the VP of Indigenous Transformation & Diversity to contribute to HelpSeeker's internal and external projects within the Systems Planning department.

This position is a temporary full-time, 40 hours/week, home-based (remote) opportunity for 6 months initially. After the 6 month period, the successful candidate will then be mentored into the "best fit" role for them at HelpSeeker, on a permanent basis.

The successful candidate must have their own computer, cell phone, and access to the internet (Wifi).

This position will be filled by a status First Nations youth, living in the Treaty 7 Region of Alberta, aged 18 - 30 years and is being filled through the Aboriginal Futures program in partnership with Community Futures Treaty 7 (CFT7).

Responsibilities

- Work under direct supervision of VP Indigenous Transformation & Diversity to conduct research from a Western and Indigenous perspective
- Analyze, evaluate and summarize findings of data gathered during research (qualitative and quantitative data)
- Review and edit data to ensure completeness and accuracy of information
- Maintain accurate records of research, safeguarding the confidentiality of subjects
- Maintain and create documents, ensuring material is categorized and filed into relevant sections
- Liaise with internal and external stakeholders in order to complete research
- Open communication and coordination with colleagues is required

Qualifications

- Status Nations Youth, living in the Treaty 7 Region of Alberta, aged 18 -30 years
- High school diploma or equivalent and post-secondary degree/diploma preferred; project and work experience may be considered in lieu of formal education
- Previous experience in a research role preferred, other transferable skills will be considered

- Knowledge of commonly-used concepts, practices and procedures within the Social Sciences field as well as Indigenous methodologies
- A fast learner, with a high aptitude for precision and accuracy
- Critical thinking skills
- Effective communicator, both oral and written
- Ability to multitask when competing tasks arise
- Excellent overall computer and technology literacy
- Proficient in Microsoft Office as well as Google products
- Lend a youthful perspective to the role
- Applicants are responsible for providing their own computer with camera and microphone, (video conference capabilities), cell phone, and access to Wifi (high speed internet connection)

Our Commitment to a Diverse Culture & Reconciliation

Authentic Reconciliation benefits everyone; We believe in a diverse, equitable and inclusive environment. We ensure equal opportunity for all applicants and encourage people of all visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply for our job opportunities.

Join us!

If you are interested in joining us at HelpSeeker, please forward your interest with an accompanying resume quoting "Research Assistant - Indigenous & Systems Planning" to Pam Noble, HR Officer, pam@helpseeker.org.

*~We thank you for your time and appreciate your interest in employment at HelpSeeker;
however, only those applicants selected for an interview will be contacted~*