

**Ndinawemaaganag Endaawaad Inc.**  
**EMPLOYMENT OPPORTUNITY – 2022- 013**

<b>Position:</b>	Research Coordinator		
<b>Salary:</b>	\$21.42 / hr for 75 hours biweekly		
<b>Classification:</b>	Full Time	<b>Hours of Work:</b>	To be Determined
<b>Reports To:</b>	Program Manager	<b>Closing Date:</b>	August 31, 2022

The Research Coordinator is responsible for the project coordination, data collection and compilation, aiding in the analysis of research, drafting of project information and reports, and aiding in the development of planning options for policy implementation. The Research Coordinator assumes all duties and responsibilities in accordance with the organization's philosophy, direction, and policy standards.

**General Responsibility:**

- Contact potential study participants
- Conduct consent meetings with study participants
- Maintain study subject lists
- Assist with data collection, which may include Excel, SPSS, etc.
- Provide interim data summaries at regular meetings
- Organize, attend meetings, and take minutes as directed.
- Obtaining articles, books, and other information from library database as required by study group
- Assist with application and document preparation (editing, grammar, formatting documents, etc.)
- Summarize findings in the literature
- Assist with various office tasks (filing, photocopying, scanning).
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.
- Create and maintain a positive organization culture that supports employee participation
- Follow all policies and procedures as outlined in the Personnel Policy and site-specific manual.
- Performs other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

**Qualifications Required:**

- Post-Secondary education in health or social science or relevant field, and/or equivalent experience and training may be considered.
- Must possess strong organizational skills
- Proficient in Microsoft Office: Word, Excel, Outlook and Power Point.
- Strong communication skills to interact effectively with various stakeholders including youth participants, community members, programming staff, etc.
- Experience with quantitative and qualitative and community-based research methods
- Experience with project management
- Experience in report writing and proposal development
- Excellent written and verbal communication skills
- Experience in health and research project coordination

- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self identify in their cover letter.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check prior to the commencement of employment.

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Human Resources, Ndinawemaaganag Endaawaad Inc.  
650 Burrows Avenue  
Winnipeg, MB R2W 2A8  
Email: [HR@ndinawe.ca](mailto:HR@ndinawe.ca)

**\*We thank all applicants for their interest; however only those candidates selected to an interview will be contacted.**