

OUR LAND IS OUR FUTURE

UNION OF BRITISH COLUMBIA INDIAN CHIEFS

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JOB OPPORTUNITY – Union of BC Indian Chiefs, VANCOUVER Full-Time Research Assistant

The UBCIC Research Department has an opening for a permanent, full-time Research Assistant. Reporting to the Research Director, the Research Assistant will focus on the preparation and development of specific claims and UBCIC Research initiatives involving education, support, advocacy and outreach to the BC First Nations research community. This is a great entry-level opportunity to work with a busy Indigenous political organization, with the possibility of advancement.

The successful candidate will:

- Desire to learn best practices in applied research in a positive, interesting and rewarding work environment;
- Be adaptable and flexible;
- Be knowledgeable about and support the mandate and mission of the Union of BC Indian Chiefs and the UBCIC Specific Claims Research Program;
- Demonstrate an understanding of BC Indigenous land rights issues and history.

Duties include but are not limited to:

- Creating and maintaining specific claims project files (both hard copy and electronic files);
- Identifying, obtaining, copying, scanning, labeling and filing relevant documents and maps from public and private archives, government offices and university libraries;
- Creating and maintaining bibliographies and bibliographic databases;
- Assisting researchers in the preparation of research plans and written research reports;
- Undertaking other research, educational and administrative tasks as required;
- Providing support on related initiatives and projects as directed by the Research Director.

Qualifications:

- Strong comprehension of reserve creation history in BC;
- Bachelor's degree or higher in relevant fields or equivalent experience;
- Excellent writing, editing and analytical skills and previous research experience;
- Proficient computer skills, including internet skills;
- Practical experience with specific claims research procedures is an asset;
- Strong knowledge of the vision and goals of the Union of BC Indian Chiefs.

Salary \$33,000 to 35,000 per year, depending on experience. Please send a cover letter, resume, and references to the attention of the Research Director by **Friday, March 20, 2020. If sending by email, please send to tpoint@ubcic.bc.ca**. We thank all candidates for their interest and regret that only those candidates who are shortlisted for interviews will be contacted.

The Union of BC Indian Chiefs hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. However, qualified Indigenous applicants will be given priority.