

JOB DESCRIPTION

JOB TITLE	Research Assistant
MINISTRY/DEPARTMENT	Ministry of Skills Training, Employment and Post-Secondary (STEPS)
REPORTS TO	Project Manager
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	October 9, 2024

POSITION SUMMARY

The Research Assistant contributes to the MNBC Post-Secondary Institute project by leading research, analyzing data, and compiling reports. The Research Assistant will play a lead role in collaborative work with external contractors and project funders. This role is crucial in ensuring that the project is informed by accurate, comprehensive, and relevant data, supporting the development of a Métis-led post-secondary institution that aligns with community needs and cultural values.

LOCATION

- Provincial Head Office – Surrey, BC

DUTIES & RESPONSIBILITIES

- Conducts research and environmental scan(s) for project-related needs.
- Conducts research to determine which trends may positively or negatively impact the project.
- Prepares briefing and material packages, including advice and recommendations regarding the project.
- Compiles research, data, statistics, investigation of facts, and other information to support the project and broader goals of the Ministry.
- Conducts data analysis and developed observations to inform recommendations.
- Produces research compilation reports and presentations to the project team, STEPS leadership, MNBC, and MNBC Board of Directors.
- Prepares contributions to the MNBC staff and MNBC Chartered Community newsletters.
- Prepares for and conduct community engagement session planning and implementation (virtual and in-person).
- Works collaboratively with colleagues to coordinate their participation in government and external partner meetings and briefings as appropriate.
- Writes, reviews, briefs, and reports.
- Assists in writing draft policies and procedures relevant to the project.
- Provides administrative support, including responding to email and phone inquiries and coordinating the flow of information to appropriate project stakeholders and champions.
- Prepares meeting materials and minutes and follow up on action items arising out of meetings, to ensure timely and accurate completion.
- Prepares a variety of project progress reports.
- Participates in committees and project teams as required.

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- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

None.

QUALIFICATIONS

- Diploma in political science, public administration, business administration, or related field. Bachelor's degree preferred
- Minimum three (3) years of experience in research, research analysis, and/or policy in the post-secondary or social policy sector.
- A combination of relevant experience, education, and training will be considered.
- Proficiency in research methodologies, data analysis tools, and report writing.
- Strong understanding of Metis culture, history, and contemporary issues.
- Excellent community skills, both written and oral.
- Ability to work both independently and as part of a team.
- Ability to conduct research in a culturally sensitive and ethical manner.
- Experience leading work groups/committees and providing administrative support.
- Proven ability to handle sensitive information in a confidential manner.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to lead, problem solve and utilize team-building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâchitowin (Respect)** - We respect ourselves, others and all Creation.

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- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.