

MONTANA FIRST NATION SHORT-TERM EMPLOYMENT OPPORTUNITY

Title: Investigation of Traditional Food Quality Project Co-Researcher

Department: Consultation Department Montana First Nation Administration

Closes: WHEN A SUITABLE CANDIDATE IS FOUND

Under the direction of the Consultation Manager, the Co-Researcher will assist in development and coordination of research, analysis and providing advice on key issues affecting the Montana First Nation Investigation of Traditional Food Quality Project. The Co-Researcher will help identify research goals with the community and apply established methods throughout the Project to accomplish objectives of the Project.

The Co-Researcher will work closely with the Community Coordinator, Steering Committee, and Scientific Consulting Firm.

Positions will be in place until March 31, 2025.

Duties and Responsibilities:

1. Under the direction, supervision and assistance of the Consultation Manager will assist with the implementation of the Investigation of Traditional Food Quality Project.
2. Must assist in performing research-related activities, including helping with sampling process and sample planning.
3. Increase the study and knowledge mobilization within the community.
4. Must assist with the collection, recording, and distribution of samples.
5. Must present research results to the Nation with the assistance of the Community Coordinator and the Consultation Manager.
6. Must use research results to assist in writing reports and present findings to the Nation.
7. Will collaborate with the scientific consulting firm, Consultation Office, and the Nation.
8. Knowledge Mobilization within the community
9. Identify opportunities for innovative ideas and approaches to the study.
10. Must use community-based participatory facilitation for sample methods.
11. Must provide regular updates to the Manager, Leadership, and the Nation.
12. Must attend Steering Committee Meetings as directed by Consultation Manager and report as required.
13. Must receive and direct band member concerns to the Consultation Manager.
14. Must perform the day-to-day processing of financial transactions for the project to ensure that financial records are maintained in an effective, up to date and accurate manner.
15. Must greet and assist visitors, tenants, and staff.
16. Must perform other related duties as it relates to the Consultation and Lands Services department.

Qualifications and Requirements:

- 1) Knowledge of data collection methods and project management.
- 2) Excellent written and verbal communication skills.
- 3) Excellent presentation skills and ability to write reports.
- 4) Ability to work within a team and follow the instructions.
- 5) Demonstrated ability in community engagement.
- 6) Strong organizational skills, with the ability to meet deadlines and develop, implement, and interpret study goals and objectives.
- 7) Establish and maintain effective working relationships within the Nation.
- 8) Solid organizational skills, including multitasking and time-management.
- 9) Lived expertise and knowledge of Cree language is an asset.
- 10) Must have a valid driver's license and reliable transportation.
- 11) Must have advanced level computer skills and knowledge of various computer programs.
- 12) Must have previous experience with planning and organizing meetings, attending the meetings for taking minutes, making arrangements for travel and accommodation, arrangement of meals if required.

Please send your **Cover Letter**, **Resume**, and **Employment References** to:

HR Generalist – Montana First Nation
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264
Email: ryanpotts@montanafirstnation.com

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!