



# Sioux Valley Dakota Nation

## Employment Opportunity

### Research and Development Specialist

#### *Brandon Indian Residential School Missing Children Investigation*

#### Full-Time, Term

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**Position Summary:** The role of Research and Development Specialist will be to coordinate research aspects and oversee outreach activities to communities, government agencies, academic institutions and NGOs related to the Brandon IRS investigation. To do this, the outreach and research coordinator will be responsible for: 1) coordinating with team members for accurate and efficient data collection and analysis; 2) development and completion of manuscripts, funding applications, governmental reports, and academic presentations; 3) Design and development of resources and teaching materials related to IRS investigations for varied audiences; and 4) Instruction of various methods utilized in the IRS investigation to diverse learners.

#### **Position Duties:**

- Conduct quantitative and qualitative analysis of varied data generated by the project, including survey, questionnaires, and interviews.
- Perform statistical analysis of varied datasets utilizing appropriate software such as R/Python or SAS/STAT programming.
- Develop Standard Operating Procedures (SOPs) and other manuals/handbook materials for the project.
- Ongoing monitoring of budgeting and detailed management of equipment and resources available for assignments.
- Develop and implement varied qualitative research methods including interviews and questionnaires.
- Design and develop experiential learning solutions that are in line with adult participant best practices, address identified needs, support applied skill development.
- Design interactive, experiential and technically sound courseware using adult and Indigenous learning theories which can be applied to various learning styles and audiences.
- Develop and maintain appropriate databases for data generated throughout the project ensuring its accessibility, security, and interoperability with other systems.
- Locate and complete funding applications and other granting opportunities, at provincial and federal government levels.
- Work with team members to complete reporting for funding, regulatory and governmental agencies.
- Manuscript preparation and publication writing, editing, and reviewing.
- Create reports, publication, and presentations for varied audiences.
- Supervise a team of research assistants, providing guidance, training, and support to ensure their work aligns with project objectives and deadlines.
- Assign research tasks to assistants, monitor progress, and review their findings for accuracy, quality, and adherence to established research methodologies.
- Foster a collaborative and positive work environment, encouraging teamwork and knowledge sharing among research assistants.
- Expected to work closely with the Project Manager, Administration and Community Coordinators
- Other duties as deemed necessary.

#### **Qualifications:**

- At minimum a Post-Secondary Degree in a closely related field and 5 years relevant experience.
- Cultural and traditional knowledge an asset.
- Ability to hold Manitoba heritage permit an asset.
- Must have 5 years experiences as researcher in various projects and proficient in quantitative and qualitative research methodologies and data interpretation.
- Must be proficient in statistical analysis of large datasets (e.g., R Programming, SAS/STAT software).
- Must have experience with non-invasive field investigations, including forensic search methods and archaeology to prepare documentation, standard operating procedures, handbook, and other materials/resources for the project.
- Must have knowledge of provincial and federal reporting requirements for funding.
- Must have experience in funding application writing, editing and submissions at different governmental levels.

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email [hraplications@svdngovernance.com](mailto:hraplications@svdngovernance.com) to request a copy.



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- Must have teaching experience for adult learners and delivering programming across different mediums and content types (in-person, outdoors, e-learning, video, and virtual learning).
- Experience with outreach, communication, education, and teaching experience.
- Must be reliable and punctual.
- Must maintain confidentiality as required due to the sensitive nature of the work.
- Ability to maintain a respectful working relationship with staff, community representatives/members and representatives of other organizations.
- Knowledge of office equipment and computers.
- Proficient with Microsoft programs (Outlook, Word, Excel and PowerPoint).
- Proficient with virtual meeting platforms (Zoom and MS Teams).
- Excellent time management and organizational skills.
- Must be able to work independently and as part of a team.
- Excellent verbal and communication skills.
- Research, writing, and planning skills.
- Ability to budget and record accurate expenses.
- Ability to work in a fast-paced environment.
- Must be able to work a flexible work schedule.
- Valid Manitoba driver's license and reliable vehicle.

**Competition Number: 202454**

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2671 Fax: 204-855-2131

Email: [hrapplications@svdngovernance.com](mailto:hrapplications@svdngovernance.com)

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