



FIRST PEOPLES WELLNESS CIRCLE

JOB POSTING:

Research Assistant (3 Month Contract)

Reports to:	Director of Strategic Initiatives and Programs
Supervisory Responsibility:	No
Employment Status:	Full-Time Term, May/June to September 2023 Contract
Location:	Remote in Canada

The First Peoples Wellness Circle (FPWC) is an Indigenous-led national not-for-profit dedicated to enhancing the lives of Canada's First Peoples by addressing healing, wellness, and mental wellness barriers. The organization's purpose is to walk with and support First Peoples and communities to share collective intelligence for healing, peace-making, and living a good life. FPWC's approach is centred on promoting wellness pathways based on traditional knowledge and culture that supports healing and wellness and fosters a two-eyed seeing approach. FPWC envisions a nation where our First Peoples experience wholistic health and wellness by championing diverse cultural values, beliefs, and practices.

FPWC's new strategic plan encompasses four main objectives: Growth, The Framework, Relationships, and Collective Intelligence. Through these objectives, we seek to build relationships with Indigenous and non-Indigenous organizations and build workforce capacity by sharing collective intelligence and implementing the First Nations Mental Wellness Continuum Framework. The FPWC works diligently to advocate for transformative change, aiming to create wellness and whole health pathways for Canada's First Peoples shaped by diverse Indigenous cultural lenses and knowledge.

We are currently looking to fill a short-term position as **Research Assistant**. This is a full-time term (37.5 hours per week), fully remote position from May/June to September 2023. Our head office is located in North Bay, Ontario, and individuals from Ontario may be given preference.

The **Research Assistant** will be responsible for supporting the work on research projects and gathering and preparing knowledge and evidence on projects of priority to First Peoples Wellness Circle. We are a small organization that values collaboration and teamwork.

What you will be doing

- Gather, analyze, and process data related to the programs/ projects.
- Support in preparing documents, materials, and reports.
- Research-related support for FPWC.
- Writing and editing Literature reviews for FPWC.
- Supporting proposal writing and editing for FPWC.
- Supporting up-to-date knowledge of national programs and services.
- Provide ongoing support to FPWC.



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What you will need to be successful

- Working towards a Graduate/Master's Degree in a health or social science discipline AND
- Related research experience, preferably in the mental health and/or social services sector in an Indigenous/First Nations community setting
- Knowledge and understanding of mental wellness services in First Nation communities, such as Mental Wellness and Crisis Support Teams
- Experience working with the Indigenous/First Nations community or non-profit setting would be considered an asset
- Experience working with multiple partners and stakeholders
- Fluency in English (verbal and written), use of and/or fluency in an Indigenous language an asset
- Access to reliable internet and private office space to work remotely

What we offer

- Competitive salary and a stipend for working from home.

Qualified applicants are invited to submit their resumes and cover letter, demonstrating how they meet the criteria. While First Peoples Wellness Circle (FPWC) appreciates all applications, only those who meet the qualifications will be contacted for an interview. FPWC gives preference to First Nation applicants for any employment opportunities as per Section 24(1)(a) OHRC.

Deadline: Applications will be received until the position is filled.

Submit application to: Marilyn Kimewon, Executive Assistant
Subject line: Research Assistant – Contract
marilyn.kimewon@fpwc.ca

By mail: First Peoples Wellness Circle
Attn: Marilyn Kimewon, Executive Assistant
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Nipissing First Nation
North Bay, ON P1B 8G5