



We Are Hiring

RESEARCH ASSISTANT

JOB POSTING

Area/Department: Policy, Evaluation, Research and Communications

Oversight: Chief Executive Officer

Reports to: Lead Researcher (Carleton University)

Supervisory Responsibility: No

Employment Status: Term Full Time – July to October 2025 with possibility of extension

Location: Remote (Canada)

Salary: \$29.34 per hour

Commission Eligible: N/A

First Peoples Wellness Circle (FPWC) is an Indigenous-led national not-for-profit dedicated to enhancing the lives of First Peoples in Canada 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 centered 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.

The Baseline Community Infrastructure Data Project is a collaborative research project between FPWC and Carleton University. The project will be led by Dr. Amy Bombay, with oversight by FPWC and guided by an Advisory Circle made up of partners from National Indigenous Organizations. We are currently looking to fill the position of **Research Assistant** who will work closely with Dr. Bombay. The position will be responsible for supporting the coordination and implementation of the Baseline Community Infrastructure Data Project. The Project will seek to assess variations in community infrastructure and its impact on mental wellness in First Nations communities in Canada. The project will seek to gather data through a survey directed toward health leadership to learn about the correlation between infrastructure and community mental wellness.

This is a term full-time (37.5 hours per week), fully remote (within Canada) position until October 2025 with possibility of extension. Our head office is located in North Bay, Ontario.



FIRST PEOPLES WELLNESS CIRCLE

Main responsibilities

- Conduct a literature review/environmental scan exploring the linkages between different types of community infrastructures and mental wellness outcomes.
- Support the development and administration of a survey.
- Support the preparation of an application to Carleton University's Research Ethics Board.
- Prepare project backgrounder and other correspondence for distribution to First Nations Health Managers.
- Support and contribute to reports, fact sheets, and manuscripts.
- Support the planning and facilitation of Advisory Circle meetings including the preparation and distribution of meeting notes.

Skills, Knowledge and Abilities

- Knowledge of First Nation cultures and able to work in a manner respectful of First Nations cultures, values, and beliefs.
- Ability to interact effectively with First Nation partners, communities, and organizations.
- Knowledge of and ability to apply the principles of OCAP™.
- Proficiency in Microsoft Office Suite, including Word and Power Point.
- Proficiency in statistical software (e.g., SPSS, R, Python) and data visualization tools (e.g., Tableau, Excel).
- Excellent written and verbal communication skills with the ability to translate complex findings into accessible language for diverse audiences.
- Excellent note taking skills.
- Ability to apply a strengths-based approach to research and research findings.
- Strong time management and organizational abilities to handle multiple tasks effectively.
- Ability to work effectively and liaise with partners, stakeholders and colleagues.
- High level of professionalism and ability to always maintain confidentiality.
- Excellent time management, organizational and administrative skills
- Ability to work with minimal supervision while maintaining efficiency and accuracy.
- Ability to work flexible hours.

Qualifications

- Currently enrolled in a graduate program in a health or social sciences field.
- Experience in survey development, data collection, and analysis is strongly preferred.
- Experience working with Indigenous organizations or communities.
- Access to internet, phone and confidential workspace.

What we offer

- Competitive salary.
- Fully remote.
- Travel (within Canada).



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Qualified applicants are invited to submit their resumes and cover letter, demonstrating how they meet the criteria. While 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. Please self-identify if you are of Indigenous ancestry.

Deadline: Applications will be received until July 22, 2025

Submit application to: Human Resource Department
Subject line: Research Assistant
humanresources@fpwc.ca

By mail: First Peoples Wellness Circle
Attn: Human Resource Department
857 Yellek Trail, Nipissing First Nation
North Bay, ON P1B 8G5