

Indigenous Knowledge Translation Research Assistant

Za-geh-do-win Information Clearinghouse is seeking a full-time Indigenous Knowledge Translation Research Assistant.

Are you a skilled communicator looking for an opportunity to collaborate with First Nation, Métis and Inuit communities and organizations on dementia care research? Do you like the idea of working with an Indigenous-led research team to plan and coordinate national gatherings of Indigenous researchers, community members, and health care providers? Join a team that is strengthening partnerships across five Indigenous communities, defining dementia knowledge and care needs and building dementia care resources on the Indigenous knowledge base of the communities.

The successful candidate will demonstrate an understanding of key concepts regarding Indigenous knowledge exchange, Indigenous community engagement and planning, and event coordination. As an Indigenous Knowledge Translation Research Assistant, you will work closely with Niki Naponse, Executive Director of Za-geh-do-win Information Clearinghouse and other members of the research team, to plan and coordinate annual gatherings and an Indigenous dementia research conference, to creatively share research findings in communities and beyond and provide other project support related to an ongoing dementia project.

Za-geh-do-win Information Clearinghouse is in search of research and event planning support.

- Job Category: Research & Planning
- Work Location: Atikameksheng Anishnawbek First Nation
- Job Type & Duration: Full-Time Contract (March 31, 2027)

This is an exciting opportunity to assist communities in enhancing their awareness and understanding of dementia. As a collaborative team member who is adaptable, accountable and organized, your skills in relationship building and communication in a research environment will contribute to your success in this role.

Applicants should apply online at the link below and include a covering letter, resume and three references with their contact addresses and phone numbers. Any questions about this position should be directed to Niki Naponse, Executive Director, info@zicresources.ca

Key responsibilities include:

- Plan and coordinate events with a team. (i.e. travel, hotels, meals, speakers)
- Provide subject matter expertise to support the planning and development of knowledge translation and exchange activities and strategies

- Develop and manage relationships with knowledge keepers, elders and other community leaders as well as Indigenous researchers.
- Work with partners to facilitate dialogue, promote collaboration and create opportunities
- Coordinate communication between internal and external members (i.e. emails, phone calls, sending updates to stakeholders)

Due date: August 22, 2025 @4:00pm – info@zicresources.ca

Rate of Pay: This full-time professional position offers a benefits package and a salary commensurate with qualifications and experience.

All qualified candidates are encouraged to apply; however, Indigenous applicants will be given priority.

