



**Natural Resources / MAMKA  
Employment Opportunity**

**Job Title:** Traditional Knowledge Research Assistant (Temporary)

**Anticipated Start Date:** January 8, 2018

**Location:** To be determined based on the location(s) of the successful applicant(s).

**Office Locations:** Corner Brook, Stephenville, Grand-Falls Windsor

**Hours of Work:** 35 hrs/week

**Pay Rate:** \$20.00/Hour

**Term Position:** to March 31, 2018

**Number of Positions:** 2

**Job Description and Requirements:** Qalipu First Nation (QFN) is seeking two Traditional Knowledge Research Assistants to collect information through interviews conducted with Band members living in the various communities of QFN. Interviewers will need to have a valid drivers licence and must feel comfortable using basic recording equipment and conducting interviews in an office setting, the interviewee's home or in a public school.

This opportunity will be used to gather Aboriginal Traditional Knowledge (ATK) surrounding climate change and its perceived impact on QFN communities. ATK is a collection of knowledge built by a group of people through generations of living in close contact to the environment. The objective of the study is to collect traditional knowledge regarding historical trends in weather patterns, flooding events, coastal erosion and to create a traditional knowledge database based on the information gathered.

**Responsibilities:** The Traditional Knowledge Research Assistant will be responsible for gathering traditional knowledge about climate change and its perceived impact from QFN Band members as part of QFN's Aboriginal Traditional Knowledge studies. As such, this position will be associated with the following duties:

- Booking interviews with QFN Band members.
- Travel to and from the various QFN communities to conduct interviews.

- Conducting interviews in a home, office or school setting.
- Utilizing electronics such as voice recorders, iPads, etc. and mapping applications during interviews.
- Managing and compiling traditional knowledge interview data.
- Communicating regularly with the Traditional Knowledge Project Manager.
- Other duties as assigned.

**Qualifications:**

- Completion of high school education or greater.
- Experience working in a client/customer based environment.
- Strong interpersonal capabilities.
- Comfortable working with electronics and reading maps.
- Effective oral and written communication skills.
- Experience and/or interest in traditional and cultural studies.
- Experience in addressing and initiating knowledge exchange with traditional knowledge keepers would be an asset.
- Valid driver's license and access to a reliable personal vehicle.

**Working Conditions:** Interviews may be conducted in office setting or in interviewee's home. Interviewer/Research Assistant will be required to use their personal vehicle to travel to QFN communities to conduct interviews in interviewee's home, office or school. The successful applicants will be required to provide a Criminal Record and Vulnerable Sector Check prior to employment.

**Apply:** Please apply electronically, Subject Line: **TKR Assistant**: using MS Word with resume, cover letter and three (3) current business references. Applicants are to provide verification of education/training by submitting copies of diplomas and certificates. Please indicate in your cover letter which office listed under office locations (above) you would like to work from. Office location(s) will be determined based on the location of the successful applicant(s). The successful applicants will be required to provide a Code of Conduct (Criminal Records Check) and a Vulnerable Sector Query prior to the start of employment. Please indicate in your cover letter if you are a member of Qalipu First Nation. Please send cover letter, resume, diplomas and certificates to:

jobopportunities@qalipu.ca  
 Qalipu First Nation  
 Attention: Mrs. Janet McAuley, Office Manager  
 3 Church Street, Corner Brook, NL A2H 2Z4

**Deadline for receipt of Submission:** Monday, December 18, 2017 at 4:00pm

We would like to thank all applicants who apply; however, only applicants selected for an

interview will be contacted.