

Research Assistant, Indigenous Knowledge Coordination

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

Are you a skilled communicator and coordinator interested in working alongside First Nations, Métis, and Inuit communities and organizations on dementia care research? Do you enjoy collaborating 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 unique 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 related to Indigenous community engagement and communication, as well as planning and event coordination. As a Research Assistant, Indigenous Knowledge Coordination, 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 a national Indigenous dementia research conference. You will also support creative and culturally grounded knowledge-sharing of research findings within communities and beyond and provide additional project support for an ongoing Indigenous dementia project.

Za-geh-do-win Information Clearinghouse is seeking research and event planning support.

- Job Category: Research, Planning & Communications
- Work Location: Atikameksheng Anishnawbek First Nation
- Job Type & Duration: Full-Time Contract (till March 31, 2027 - with possibility of extension)
- Reports to: Executive Director

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, you will draw on your relationship-building and communication skills to thrive in this research environment and succeed in this role.

Applicants should apply online at the link below and include a covering letter, resume and three references (most recent) 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 coordination 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)
- Develop and execute a communication strategy, including website content related to the project.
- Contribute to research, evaluation and policy development activities.
- Provide day to day administrative and project coordination support
- Must be able to travel and work flexible hours.
- Self – directed with ability to work independently
- Draft project materials and resource tools ensuring alignment with project
- Collect and disseminate information from First Nations and community partners.

Due date: April 27, 2026 @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.

