



Job Posting

Date completed: May 2022

Research Assistant

Lung Saskatchewan

Temporary approximately ~12-15 hours per week for 12 weeks

Lung Saskatchewan is looking to hire a Research Assistant for approximately 12-15 hours per week for 3 months, to assist with the collection and digitization of historical information, community engagement and to assist in the creation of a knowledge sharing platform for the Care and History of Indigenous Peoples: Residential Schools and Sanatoria Information Sharing Project.

Working with our project partners including Lung Sask, Office of the Treaty Commissioner, and University of Saskatchewan, the Assistant will be part of an important information sharing project designed to consolidate Residential School and tuberculosis Sanatoria information for Indigenous individuals and families seeking information.

Information Collection

- Inventory and cataloguing of existing historical data and information
- Digitization of existing historical information in print
- Coordination of electronic files
- Collaboration with other institutions to ensure comprehensive coordination of archives
- Identify other locations of archival information relevant to Saskatchewan Indigenous communities

Community engagement

- Assist in engagement with community leaders, health organizations, Indigenous partners, and academics to create advisory council
- Contribute to creation of knowledge translation strategy with advisory council

Qualifications and Experience:

- University or college degree or diploma in history, education or a related field with relevant experience
- Software proficiency in Microsoft applications is required; knowledge and experience
- Experience in research methods and data collection
- Valid driver's license is required and access to a vehicle
- Experience in a not-for-profit environment would be an asset

Skills and Competencies include:

- Outstanding communications skills – written and verbal
- Excellent organizational and project management skills with ability to meet competing deadlines
- Prompt, self-reliant and detail oriented
- Sensitive to issues of disability, lung health and diversity
- Ability to work collaboratively and build relationships with internal and external constituents
- Excellent attention to detail

Lung Saskatchewan is committed to respecting diversity within our workforce and specifically to increasing the number of Indigenous employees within our organization. As a result, we encourage all Indigenous applicants to self-identify in our recruitment and staffing processes and preference may be given to these applicants.

To Apply, email resume and expression of interest by June 15th to:
communityoutreach@lungsask.ca

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