



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0

Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewa of the Thames First Nation is accepting applications for the position of:

RESEARCH ASSISTANT

POSITION: Research Assistant

REPORTS TO: Treaty Research Coordinator

WORK HOURS: Monday- Friday; 8:30 a.m.– 4:30 p.m.

SALARY: TBD

Posting Date: December 2, 2021

Closing Date: January 9, 2022, 4:00pm EST (Late submissions will not be accepted)

Position Summary:

Chippewa of the Thames has operated a land claim research office for a number of years, contributing to and resulting in the settlement of a number of Specific Claims. The position involves acquiring historical information normally contained in archives or research libraries. The information is collected, transcribed, and indexed into document lists. These document lists are then assembled into a narrative format, which forms the basis of a claim submission. The successful candidate would work in a team environment, working with the Director Treaty, Lands & Environment (TL&E), Treaty Research Coordinator, legal counsel and reporting to Chief and Council. From time-to-time presentations may be required to various groups on treaty research or land claims.

Scope:

Under the direction of the Treaty Research Coordinator the Research Assistant will contribute to the research and development of land claims and community history projects, including research into the Mount Elgin Residential School. The skills necessary to be successful, are acquired through post-secondary work, however, archival research can be acquired through practical work/courses. The Archives of Ontario and the Library and Archives of Canada are important sources of archival holdings for the work that we do.

Work conditions:

Historical information is increasingly digitalized and available online, however some materials are still limited to in-person consultation. This information is reviewed using microfilm readers. This position involves extensive reading. Covid 19 protocols are in place at Chippewa of the Thames.

Qualifications & Abilities:

- College or University graduate in any one of the following areas: Canadian History, Native Studies, Library Science, or related fields. However, in the absence of a degree, some post-secondary education is acceptable in First Nation Studies or history or related fields.
- Must hold a valid Driver's license and have access to reliable transportation.
- Must have proficient computer skills, excellent written and oral communication skills.
- Must be highly organized and able to work in a team setting.
- The ability to work independently, without supervision.
- Ideally the successful individual would have, deep interest in First Nations History.

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- Experience in researching in archival settings.
- Some knowledge of Federal Specific Claims policy, and awareness of Specific Claims Tribunal.
- Some knowledge of Chippewa History is welcome.
- Some knowledge of Indian Treaties is welcome.
- Travel may be required.
- Other duties in support of broader scope of Treaties, Lands and Environment Department may be assigned from time to time.

We thank all candidates for applying; however only those selected for an interview will be contacted. Interested applicants must submit a cover letter, resume, University degree or diploma or equivalent, valid Driver's license and three letters of reference to Briar Banks.

Briar Banks, Human Resources Manager
bbanks@cottfn.com
Chippewas of the Thames Administration Office
320 Chippewa Road
Muncey, On N0L1Y0