



## **EMPLOYMENT OPPORTUNITY**

### **Canadian Council for Aboriginal Business (CCAB)**

#### **Research Coordinator**

CCAB invites applications for the full time position of a Research Coordinator. If you are hardworking, creative and a career oriented individual that is committed to working for the benefit of the Aboriginal community – we want to hear from you.

CCAB is a national nonprofit charitable organization founded in 1984, which is committed to the full time participation of Aboriginal peoples in the Canadian economy. CCAB offers knowledge resources and programs to both business Canada and the Aboriginal owned member companies to help foster relationships and economic opportunity in Canada.

Reporting to the Senior Manager, Research the Research Coordinator will be responsible for the administration of the office and will enjoy the administrative challenges of supporting a small office of diverse people and programs in a fast paced environment.

#### **Duties and Responsibilities**

- Provide administrative support to management for the convening of a range of meetings on short- or long-term projects;
- Perform administrative functions such as processing receipts, travel documentation, department calendar, events coordination, participant engagement and organization, transcription
- Compile research outreach material, ensure timely delivery of reports to stakeholders and participants
- Support research associates in development and maintenance of the research database
- Assist in the development of department's annual work plan and budget;
- Manages Vendor database including the creation of procurement templates.
- Identify potential research participants
- Administering the collection of quantitative and qualitative data;
- Support the summarizing and analyzing of data;
- Provide input into the creation and develop future research themes;
- Administrative support for strategic relationships;
- Coordinate stakeholder engagement;
- Engage stakeholders directly to maintain and foster strong relationships

- Coordinating marketing and communication of research projects/results;
- Providing support for grant and proposal submissions;
- Coordination and administration of research related events and travel
- Coordination of marketing vendors including graphics, video and photographer for events.

### **Qualifications**

- B.A university or college degree with at least 2 years' experience in similar environment;
- Certification and/or Diploma in Project Management considered an asset.
- Evidence of strong communication and organizational skills;
- Strong data and research analysis methodology knowledge;
- Strong familiarity with issues affecting First Nations, Inuit and Metis peoples;
- Strong MS Office knowledge specially with Word and Excel;
- Ability to manage several projects simultaneously and under pressure of deadlines;
- Strong fundraising experience;
- Strong budgeting skills;
- Demonstrated capability in managing project tasks;
- Comfortable dealing with senior executives;
- Sound event planning knowledge;
- Flexible approach to addressing stakeholders concerns and/or issues;
- Experience working with various teams within an organization;
- Able to work with limited supervision;
- Proficiency in French considered an asset.

### **Compensation**

This is a full-time one year contract position with an annual salary of \$40,000. Those qualified are asked to submit a cover letter with a resume, salary expectations, outlining experience and suitability for the position to [hr@ccab.com](mailto:hr@ccab.com). **The deadline to apply for the position is February 21<sup>st</sup> 2017.**

Information regarding CCAB is available at [www.ccab.com](http://www.ccab.com)

We thank all applicants in advance however only those invited to be interviewed will be contacted. **Please no telephone calls.**