



NATIONAL ASSOCIATION OF FRIENDSHIP CENTRES

EMPLOYMENT OPPORTUNITY

OCTOBER 2009

RESEARCH OFFICER

Location:

Ottawa, Ontario

This position will initially run full time until March 31, 2010, with the possibility of renewal or extension.

Background:

The National Association of Friendship Centres (NAFC) is looking for a highly qualified and motivated individual for the position of Research Officer for the Urban Aboriginal Knowledge Network (UAKN). The UAKN is an initiative of the NAFC to further urban Aboriginal research.

Position Summary:

The Research Officer will provide support to the Urban Aboriginal Knowledge Network (UAKN), and to other NAFC research and operations.

Essential Qualifications:

- college diploma/university degree or equivalent experience;
- knowledge of NAFC's issues, mandate, organizational structure and the Friendship Centre Movement;
- knowledge of the aspirations, value and cultures of urban Aboriginal people;
- ability to work effectively with minimal supervision and as part of a team;
- exceptional interpersonal skills;
- experience with computer software applications: internet, MS Office;
- excellent written and oral communication skills;
- bilingualism in the French language will be considered an asset.

Duties and Responsibilities:

- Planning and participating in meetings related to the UAKN;
- Preparing briefing materials, memos, and reports;
- Liaising with Aboriginal organizations, researchers, funders, and others;
- Assisting in developing partnerships among potential funders, researchers, communities and others;
- Conducting research, data collection and analysis;
- Writing literature reviews and research summaries and contributing to papers and reports;
- Supporting administrative operations;
- Other position related duties as may be assigned from time to time.

Salary:

Negotiable based on education and experience.

Interested candidates should forward a resume, covering letter and 3 references by mail, email or fax to:

**Peter Dinsdale, Executive Director
National Association of Friendship Centres
275 MacLaren Street
Ottawa, ON K2P 0L9
Tel: (613) 563-4844
Fax: (613) 594-3428
Email: execsec@nafc.ca**

Deadline for resumes is Friday, October 23, 2009 at 5:00 pm ET.

Only those candidates selected for an interview will be contacted.