

JOB TITLE: RESEARCH AND DEVELOPMENT OFFICER

APPLICATION DEADLINE: JULY 1ST 2017

JOB START DATE: AUGUST 1ST, 2017

JOB OBJECTIVE

Mik^w Chiyâm is an interdisciplinary enrichment program that aims to increase student retention and attachment to school by reinforcing personal identity through artistic expression. Our aspiration for the program is to inspire First Nations youth by creating contexts for students to collaborate with professional Canadian Indigenous and non-Indigenous artists. Artists are integrated into school and community based programming through intensive multi-week creative residencies throughout the academic year. You will work directly and collaboratively with the full Mik^w Chiyâm team. We are an administration team of under 10 employees and were founded in 2015. We like to think of ourselves as a team of educators, dreamers and artists. Our head office is located in St. Henri, Montreal.

We are seeking a new member for our team in the role of Research and Development Officer. This is a one year contract with potential for renewal. The Research and Development Officer works directly with the Program Director and the Director of Integrative Programming to collect student and school data, develop and deliver data and funding reports, and to do supporting research based on results to continuously improve program design and implementation. This position requires collecting data from many educational entities spanning multiple provinces. As this is a new role, the Research and Development Officer will be developing and implementing new organizational and data collection systems, processes and reporting templates.

The perks of this role are receiving professional development and training where needed, having a semi-flexible work schedule, and working with a dynamic team of professionals, educators and artists. The challenges of this role come with the demanding learning curve for integrating the program into multiple schools, receiving data from multiple schools and educational institutions, and creating reports to respond to the needs of various funding bodies. The current team is made up of four employees, which is projected to grow to 7 next year. The Research and Development Officer will work directly under our Program Director and collaborate and support the Director of Integrative Programming. The team in general describes themselves as think-outside-of-the-box-ers, passionate and dedicated.

DUTIES AND RESPONSIBILITIES

Research and Development

- Collect, input and sort quantitative data from multiple sources
- Transcribe sections of artist, teacher and team debriefs, identifying common themes, issues or suggestions to inform program development
- Analyse data and output reports in a clear, concise accessible way
- Create student goal tracking sheets for students in the program, send to and collect from teachers
- Update student lists and track program entry & exit protocols
- Keep track of funder requirements, report deadlines and parameters
- Research new educational practices to target program areas that may need development

- Support the Director of Integrative Programming with research and identifying new and useful tools for artists, teachers and our team
- Research professional development opportunities for team members to attend
- Exploring and creating alternative pedagogy-oriented tools for qualitative data collection

QUALIFICATIONS AND REQUIREMENTS

- A genuine interest in researching and in-depth reading about both theoretical and practical approaches to education, art, community development and First Nations, Inuit and Metis issues in Canada
- Excellent communication and interpersonal skills
- Four (4) or more years of relevant experience
- Strong organizational, planning and follow-up skills
- Able to develop and implement organizational data systems & create re-usable reporting templates
- Self-starter; results-oriented, assertive and energetic
- Adaptable, flexible and willing to take on tasks to support other team members when needed
- Willing to travel to communities if needed
- Semi-flexible work hours (you manage your own schedule - usually Monday-Friday but may have to work some weekend hours in extraneous circumstances, with notice)
- Fluency and proficient in spoken and written English
- Experience with and proficiency in Microsoft Office (Word, Excel) and Google Drive (Docs, Sheets), and other data tracking programs
- Understanding of data collection processes, data visualization and reporting norms
- Ability to analyze data and communicate results in a clear, concise and accessible way
- Willingness to learn or take part in professional development opportunities to extend job relevant skill set
- Criminal background check

Other Qualifications that are an Asset but not Required:

- Understanding of Northern context and organizational systems etc.
- Worked with creative or research funding agencies and understand reporting processes relevant to these fields
- College or University degree in relevant field
- Ability to communicate in two of the three official languages of the Board (Cree, English, and French)
- Certificates or extra training in related field(s)
- Valid driver's license

SALARY AND BENEFITS

This position will be 40 hours per week and will start August 1st, 2017. Salary range will be determined based on qualifications and experience. If your application is shortlisted, salary and benefit entitlements will be discussed during the interview.

CONTACT

Please send applications to:

info@mikwchiyam.com

Attn: David Hodges, Executive Director