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**Job Opportunities**

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**Competition # 2023-26**

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**RESEARCHER  
FOUR (4) FULL-TIME ONE (1) YEAR TERM POSITION  
ATOSKEWIN SUCCESS CENTRE**

**THE POSITION**

BATC is seeking a **Researcher** to join our team! Under the direction of the IRS Project Team, the Researcher will be responsible to work on Indian Residential School Search Project. The researcher's duties include aligning methodologies with research goals, using a range of tools to acquire information in interpret data, writing reports and presenting findings and schedules to management and other stakeholders, conducting fieldwork when required. As well as protecting databases and confidential information.

To be a successful researcher you should be resourceful and demonstrate excellent time management and patience. Outstanding researchers are passionate about their subject matter and can meet strict deadlines. This is a term position will be based out of the Atoskewin Success Centre in North Battleford.

**DUTIES AND RESPONSIBILITIES**

- Interpreting research specifications and developing a work plan that satisfies requirements
- Conducting desktop research, and using books, journal articles, newspaper sources, questionnaires, and interviews to gather data
- Analyzing and interpreting information gathered during field work
- Recording findings by taking written notes and using appropriate software
- Maintaining and protecting electronic databases
- Assisting management with budgets and time schedules
- Anticipating research issues and promptly resolving them
- Promptly reporting any problems to the relevant stakeholders
- Following a strict code of ethics and always protecting all confidential information
- Writing proposals and delivering presentations when required

**QUALIFICATIONS & SKILLS**

- Bachelor Degree and/or combined education and experience
- Proven experience in a research field
- Sound understanding of research methodologies
- Proficiency in MS Office
- Strong statistical and mathematical aptitude
- Strong problem-solving skills
- Practical experience in database management
- Attention to detail and exceptional written, verbal, and telephonic communication skills
- Knowledge of Cree and/or French is an asset
- Salary based on Education and experience \$47,000 per annum

**Closing Date: May 29, 2023 by 4:30 pm – Please Quote Competition #2023-26**

**Please submit Resume by email along with Cover Letter and CPIC to:**

**Human Resources  
Battlefords Agency Tribal Chiefs**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)  
Phone: 306-446-1400**

Battlefords Agency Tribal Chiefs thanks all applicants,  
only those applicants chosen for an interview will be contacted.