

Job Posting: ICEDAR Project Assistant – Indigenous Collaborative Education, Development, Advocacy and Research (1 student position)

Job title: Project Assistant

Pay rate: \$26.00/hr.

Hours per week: 10 hrs./week for a total of 12 months

Application deadline: January 16, 2023

Project Background and Description

ICEDAR is a project funded by UBC Indigenous Strategic Initiatives (ISI) that seeks to contribute to the development of collaborative, ethical and respectful one-on-one relationships led by members of Indigenous communities. Based on the development of an online hub, ICEDAR supports connections among Indigenous Elders, professionals, and community members to strengthen Indigenous leadership and advance collaborative work and research that are relevant for Indigenous communities. ICEDAR is also dedicated to connecting Indigenous leadership and community members with students, researchers, institutions, and community members willing to enact reconciliation by contributing their skills, research, knowledge, and services to meet Indigenous needs and priorities.

Specific duties include:

- Report to project leads and attending team meetings
- Elaborate a contact list of traditional Indigenous authorities and organizations
- Identify suitable faculty members, students, organizations, and units within UBC and beyond to invite them to be part of the ICEDAR community
- Disseminate information about the project, mailing posters and other invitations
- Support ICEDAR members with access and usage of the online platform
- Communications (emails, newsletter, contact lists updating & follow-up with ICEDAR members)
- Support ongoing accounting and reporting processes

Qualifications:

- Indigenous graduate and/or undergraduate students are encouraged to apply
- Experience with Indigenous protocols and/or languages
- Experience working collaboratively with Indigenous Elders, youth and/or community members
- Knowledge of Microsoft programs (i.e. Word, Excel, PowerPoint)
- Familiarity with web site design and management is an asset
- Familiarity with record-keeping and report writing is an asset

**Interested applicants please forward resume and letter of interest by January 16th, 2023
to Áurea Vericat: aurea.vericatrocha@ubc.ca**