

# Aboriginal Friendship Centre of Calgary

<https://www.afccalgary.org/job/covid-19-indigenous-research-coordinator/>

## COVID-19 Indigenous Research Coordinator

**Date posted**

May 13, 2020

### Description

COVID-19 Indigenous Research Coordinator- 6-month Contract Employment  
(June 1, 2020 to December 1, 2020) Posting closes May 25, 2020

**Valid through**

May 25, 2020

The Aboriginal Friendship Centre of Calgary (AFCC) is a non-profit organization with a mandate to provide social, cultural, education and employment services to the Aboriginal peoples within the Calgary Metropolitan area. AFCC plays a regular and significant role in the daily lives of our members in many ways: providing care for our children, our elderly, in need and our homeless; enabling access to cultural and spiritual care; offering referrals for suitable housing, food, clothing, pursuit of education, skill development and training; and building a resourceful Aboriginal community.

AFCC's non-profit family is an expression of how we live, what we value, where we turn for comfort and where we turn when in need. AFCC is a community leader in the advocacy of Aboriginal social and cultural services while serving as a support and community resource to other Aboriginal Service Agencies on the local, provincial and national level.

### Responsibilities

The COVID-19 Indigenous Research Coordinator role is focused on writing reports for the CEO and executive team of the AFCC. This includes researching and presenting information on various topics, including COVID-19 and its impact, as well as programs and support service areas for AFCC and our members. This is a part time role, approximately 20-30 hours per week, effective immediately until the end of the COVID-19 pandemic. This role will be dealing with sensitive information; a confidentiality agreement and adherence to both internal and external privacy policies is required.

### Qualifications

- Exceptional writing and communication skills
- Innate ability to strategically plan and articulate AFCC's relaunch plan including pandemic preparedness and risk management
- Must be extremely detail focused and highly accurate
- Strong ability to explore and investigate a wide range of AFCC related topics, combining various techniques, sources, and tools
- Skilled at writing and presenting reports at an audience-appropriate level, including for executive level team members
- Strong background and practical experience in working with Indigenous populations
- Familiarity with Indigenous culture, protocols, and traditions
- An understanding of culturally appropriate material and presentation of information
- Experience working with community-based organizations, municipal governments, and federal/provincial departments
- Working knowledge of community health resources and support programs

### Contacts

If you have any questions and to email your resume please email:

**info@afccalgary.org** we thank everyone who applies  
but only those selected for an interview will be contacted.