



EMPLOYMENT OPPORTUNITY KOPIT LODGE

Position: Research Assistant
Position Type: Full Time – 1 year
Location: 356 Big Cove Rd, Elsipogtog, NB
Salary Range: Based on qualifications
Application Deadline: October 7th, 2022

Summary

Our team is hiring an assistant to support our Historical Governance project. You will be responsible for coordinating and meeting with the project lead, taking notes, transcribing interviews, preparing, and planning interviews.

We're looking for someone who has a passion for our culture history and can manage their time effectively. This role requires drive and determination, and accountability since your day-to-day work will be engaging with community members and very little direct supervision.

Responsibilities

- Taking and prepare notes
- Creating documents and maintain filing
- Keeping track of project budget
- Meeting and engaging with community members
- Reporting back to Project lead and Kopit Lodge
- Assist KL team as needed

Qualifications

- A high school diploma or equivalent
- Experience working as an assistant (considered an asset but not required)
- Proficient in Microsoft and other documentation software (email, word, excel, google docs, etc.)
- Ability to manage multiple tasks and achieve deadlines under pressure

Hours & Compensation

- Full Time – One Year Contract
 - Monday to Friday 9am – 3pm
- Salary determined upon qualifications

How to Apply

Please send your resume to Sara Perley-Francis through sara.perleyfrancis@kopitlodge.org, along with a cover letter explaining why you believe you are a good fit for this position.

All applications must be submitted by October 7th 2022. We appreciate your interest, but please note that we will only be contacting successful applicants.