Position: Decolonial and Inter-Cultural Research and Education Assistant
Location: Algoma University, Sault Ste. Marie Ontario
Start Date: June 1, 2023, flexible
Application Deadline: May 15, 2023 or until filled
Hours: Full-time, 35 hours per week
Salary: $39,000
Duration of Internship: 52 weeks

Description overview:
Under the direction of Research Associate, Dr. Sheila Gruner, the NOHFC intern will assist with research, academic program planning, national and international liaison and networking, outreach and logistics-coordination related to efforts centred on global decolonial and intercultural peace research and education. The intern will support the development of a global centre for decolonial learning, grassroots nation-to-nation diplomacy, environmental governance and peace-building.

The successful candidate will bring energy and commitment to decolonial peace-building and environmental governance through education, and will support the development of educational agreements with partner organizations and universities, assist with research and academic planning, design of in-person and hybrid events and meetings and administrative processes. The successful candidate will demonstrate knowledge, commitment and/or strong interest in topics related to the rights and perspectives of Black-Afrodiasporic, Indigenous, rural, women’s and other groups disproportionately affected by colonialism, violence and armed conflict, as well as the political, territorial, social-cultural and educational considerations related to peace-building, including the strengthening of autonomy and nation-to-nation relationship-building across Indigenous and Afro-diasporic territories, movements and organizations, critical assessment of global extractive economies and projects, historical reparations, and the collective territorial and political rights of Indigenous and Afro-Colombian communities, integrating the perspectives of organized movements, women, LGBTQ+ and victims of conflict in exile.

The research and education intern will support efforts of an international research network and team in the development and preparation of academic research project proposals and reports, pedagogical materials (audio-visual and written) as well as agendas, strategy development and planning generally.

Responsibilities include:
- Research-related planning in collaboration with Principal Researcher and team
- Support for liaison work with various local, regional, national and international partners including the Institute of Peoples, Territories and Pedagogies for Peace, the Faculty of Cross-Cultural Studies, Mukwa Wakaigaan, Equity Diversity and Inclusion and the International Affairs Office at Algoma University and multiple partners in Colombia, Bolivia, Ghana, Kenya, South Africa and elsewhere
- Support for the preparation of community-based and diplomatic meetings involving Indigenous and Black-Afrodiasporic communities, leaders and authorities, women’s organization (local, national and global), government officials, dignitaries, organizational representatives among others
- Organization of materials, files and support for planning processes related to global decolonial and intercultural peace education
● Support in the preparation and submission of grant proposals and reports
● Assistance with the research process generally, including the drafting of publications and dissemination of findings.
● Design and management of information on websites and social media
● Oversight and support to volunteers/students as needed.
● Support for the execution of visa processes, travel planning and invitations to international guests
● Organization of online (webinar) or face-to-face academic events and conferences
● Information gathering, literature searches and reviews of literature/media/grey sources.
● Administrative tasks associated with research such as collection and organization of project expense information (receipts etc.)

Skills Preferred:
● English and Spanish bilingualism (French and other languages are also assets)
● Strong written and verbal communication skills;
● Research experience (particular preference for familiarity with the following: preparation of annotated bibliographies, literature reviews, critical and community-based/participatory approaches to research; knowledge of process for submissions to the Research Ethics Board (REB); bibliographic systems such as APA and Chicago 14)
● Experience, commitment or strong interest in human rights, truth and reconciliation, reparations, legal and cultural rights of women, Indigenous and Black communities, racial, gender and environmental justice
● Creation and management of websites, navigation of social media systems (facebook, twitter, etc)
● Familiarity with computer word processing and presentation software and video conferencing platforms (Google Meet, Zoom, or WebEx)

Qualifications:
This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Full eligibility requirements of the program can be found at the following link: NOHFC–Workforce Development Stream. To be eligible to participate in the NOHFC Internship, individuals must:
● Be new entrants into the workforce, are transitioning to a new career, or be unemployed or underemployed who are entering a new field;
● Have not previously participated in a NOHFC-funded internship;
● Be at least 18 years of age;
● Reside, and be legally entitled to work in Canada
● Be a resident of Northern Ontario

Please send a cover letter and resume addressed to Dr. Sheila Gruner, Chair - Faculty of Cross-Cultural Studies to: Sheila.gruner@algomau.ca by 12pm on May 15, 2023

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