Balance Co-Lab Research Associate
Job Posting – January 2025

Posting Closing Date	Positions are open until filled.
	Candidates will be contacted the week of Feb 10, 2025 to begin arranging interviews.
Job Title	Research Associate
Salary	$55,000 - $75,000
Hours	Part-time (17.5 hours/week) or Full-time (35 hours/week)
Preferred Start Date	Immediate (or as soon as available)

The Balance Co-Lab is a SSHRC research-funded Partnership Grant at the Gustavson School of Business at the University of Victoria. The Balance Co-Lab is an international collaboration of Indigenous governments, researchers and NGOs that co-create and adapt decision support and (cumulative) impact assessment systems with the goal of building capacity in Indigenous organizations as they create environmental stewardship programs and evaluate development opportunities.

Reporting to the Project Director (PD) and/or Program Manager (PM) and working alongside a multi-disciplinary team of graduate students, trainees, senior research collaborators, and community-based researchers, Research Associates will contribute to:

- Community-based economic and business research and planning
- Development and implementation of community-based impact assessment systems
- Development of grant/funding proposals
- Development and delivery of community-based business skills training

This role may involve a wide range of activities to support the development, coordination and delivery of in-person and online training programs, consultation and community engagement, workshop planning and facilitation, communications, mentoring and training, budget and schedule management, and writing grant proposals.

The position is for a one-year (renewable) contract. The salary is commensurate with experience and cultural competencies; range $55,000 - $75,000 on an annualised basis.

We are hiring for both/either full-time and part-time positions. Balance Co-Lab is physically situated at the Centre for Global Studies at the University of Victoria. Remote work arrangements are possible or a combination of both on-campus and remote work may be arranged. Occasional travel to meetings and workshops will be required.

Key Responsibilities:

- Foster strong working relationships and build a collaborative and innovative environment that promotes diversity and inclusion with all project partners, respecting Indigenous protocols and procedures
- Participate in the design and implement of Balance Co-Lab's online proprietary Sustainability Assessment System (SAS) with Nation's economic development teams and community members

- Design, conduct and evaluate primary research, maintain research protocols and procedures with a specific focus on Community-based Participatory Research methods and Indigenous methodologies
- Assist with the development of research findings
- Contribute to the scheduling and management related to project activities (community engagement events, internal research team meetings, larger network gatherings, knowledge mobilization events)
- Participate in the design and delivery of micro-credential courses related to Indigenous-led decision-making and (cumulative) impact assessment
- Participate in the design and implementation of small business skills training programs for First Nation's communities in their communities
- Design training protocols, and train and supervise community-based researchers
- Support logistics for program-related meetings and community gatherings (e.g., presentation materials, meeting space, etc.)
- Prepare reports on program processes, activities, outputs, and budgets
- Assist with the development of research findings
- Participate in knowledge creating and sharing including Community Circles, relevant conferences, etc.
- Produce various forms of knowledge mobilization, such as videos, infographics, digital presentations, podcasts, reports, or academic articles
- Develop and write grant proposals for new and continuing research initiatives
- Ensure the protection of confidentiality and privacy of information
- Assist in preparing conference submissions, abstracts, and presentations
- Support the development of multi-media research presentation outputs, such as digital stories, short films, podcasts, and digital presentations to pitch research ideas and showcase research findings

Perform other related duties as required.

Position Qualifications:

- This position is suitable for individuals with a Master's, DBA or PhD degree and significant experience relative to this role, preferably with research focus in a related field
- Lived experience working with an Indigenous community and/or substantial cultural competencies with experience engaging in and maintaining intercultural affiliations

Competency Requirements

- Indigenous research and other qualitative methods and theories, in a collaborative and interdisciplinary setting
- Strong communication and interpersonal skills with the ability to establish and maintain effective working relationships with community members, colleagues, research collaborators, and external executives, managers, and government officials
- Excellent written and other communication skills, analytical thinking skills, including writing and/or editing documents
- Ability to work independently and collaboratively in a team environment; recognize when to take initiative and when to seek guidance
- Superior time management skills

- Demonstrated research experience related to Indigenous decision support and (cumulative) impact assessment systems or relevant fields of Indigenous studies/governance/law anthropology, environmental studies, management and organization studies, resource management, etc.
- Participation in community-based and community-driven projects preferred

Assets or Preferences:

- Knowledge of and strong familiarity with qualitative and Indigenous research techniques
- Familiarity with university/academic systems and procedures
- Familiarity with grant or foundation funding agencies, and SSHRC-specific experience
- Experience with research ethics, research proposal development, project implementation
- Functional knowledge of regulations relating to the conduct of research

Submission Instructions:

Qualified candidates should send (by email, as PDF attachment) the following materials:

- A cover letter addressing the eligibility requirements
- Curriculum Vitae
- List of two (2) references, including contact details

Preference will be given to First Nations or Indigenous applicants.

All interested parties may request further information and/or apply in the strictest confidence to the Project Director, Matt Murphy at mattmurphy@uvic.ca and Program Manager, Catherine Schafers at balancecolab@uvic.ca.