



JOB DESCRIPTION: Junior Researcher

Position Title: **Junior Researcher**

Reports to: **Data Librarian**

Compensation & Classification: Contract \$50,000.00 - \$60,000.00
Contract position 1 year with the possibility of renewal
Requires travel, some weekends and evenings.

Organization Description: The Survivors' Secretariat was established in 2021 to organize and support efforts to uncover, document and share the truth about what happened at the Mohawk Institute, Indian Residential School during its 140 years of operation.

Job Description:

The Junior Researcher supports research initiatives related to the Mohawk Institute Residential School by working under the guidance and supervision of the Data Librarian to identify, collect, review, and manage historical records from a wide range of repositories and archives.

The position is foundational in nature and emphasizes careful handling of sensitive materials, attention to detail, and respect for the historical and cultural significance of the records.

Duties & Responsibilities:

- Assist in locating and collecting records from archives, libraries, government repositories, church records, and other relevant sources related to the Mohawk Institute Residential School and its students.
- Support the cataloging and organization of historical documents, photographs, registers, correspondence, and other materials.
- Digitize records through scanning and ensure files meet established preservation and quality standards.
- Enter, store, and maintain records and metadata within a secure database or records management system.
- Assist with document review to identify names, dates, locations, and other key information relevant to research on residential schools, missing children, and unmarked burials.



- Support research projects by compiling findings, tracking sources, and organizing documentation for further analysis.
- Follow established protocols for data integrity, confidentiality, and culturally respectful handling of sensitive information.
- Work collaboratively with the Data Librarian to ensure consistency and accuracy across collections.

Minimum Qualifications and Experience:

Education

- Post-secondary education or coursework in history, Indigenous studies, library and information science, social sciences, archival studies, or a closely related field (or equivalent professional experience).
- Demonstrated interest in indigenous history, residential school research, truth and reconciliation efforts or related areas essential.

Experience & Knowledge

- Knowledge of the Indian Residential School system, the Truth and Reconciliation Commission of Canada and the Calls to Action.
- Post-secondary education or coursework in history, Indigenous studies, library and information science, social sciences, or a related field (or equivalent experience).
- Strong attention to detail and organizational skills.
- Basic computer skills, including file management and data entry.
- Ability to work methodically with large volumes of documents.
- Familiarity with archival or library environments.
- Experience with scanning, digitization, or cataloging records.
- Interest in Indigenous history, residential school research, or truth and reconciliation work.
- Knowledge of databases or metadata systems.
- Familiarity with OCAP (Ownership, Control, Access, and Possession) and CARE (Collective Benefit, Authority to Control, Responsibility, and Ethics) principles in the context of Indigenous data governance.



- Knowledge of IDS (Indigenous Data Sovereignty) and the importance of empowering Indigenous communities to own, control, and govern their data.
- Knowledge of IDG (Indigenous Data Governance) framework and considerations involved in working with Indigenous data.

Additional Requirements

- This position involves working with sensitive and potentially distressing historical materials.
- Cultural awareness, respect, and discretion are essential.
- Training and supervision will be provided.
- Preference may be given to candidates who are **intergenerational Survivors** or have strong personal/family/community connections to the Indian Residential School System.
- Valid driver's license and access to reliable transportation are considered an asset.