

Ground Search Analyst/Coordinator

Position Title: Ground Search Analyst/ Coordinator

Reports to: Manager, Ground search

Compensation & Classification: Salaried, Full time

Requires travel, some evenings, and weekends.

Salary Range: \$55,000 - \$63,000

Organizational 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 during its 140+ years of operation. Learn more at www.survivorssecretariat.ca.

Job Description

The Ground Search Analyst/Coordinator is responsible for day-to-day collaboration efforts between the Secretariat and technical partners in the analysis of data associated with ground search on grounds associated with the Mohawk Institute.

Reporting to the Manager of Ground Search, the Analyst/Coordinator will provide day-to-day direction, support and coordination to those involved in the analysis of ground search data including but not limited to Ground Penetrating Radar (GPR), Light Detection and Ranging (LIDAR), and the use of arcGIS to build interactive mapping data to support enhanced details tied to georeferencing overtime. The analyst position is premised on a mentorship/learning environment that is fostered through collaboration with Post-Secondary Anthropology and Archeology departments. The analyst position will be part of a capacity building framework within the Secretariat. Ideally, the coordinator will be an intergenerational Survivor, have a background in geophysics/archelogy/Project Management and a high level of knowledge of the history and legacy of the Indian Residential School System, the work of the Truth and Reconciliation Commission of Canada, the history of the Mohawk Institute and work into unmarked burials.

The position works to ensure the work of community members at Six Nations and from impacted communities is in line with the cultural and human rights monitor mandates. Ensures an ongoing focus on Indigenous Data Sovereignty and the understanding that the work of unmarked burials involves many nations as such protocol and ceremony are central in this work.

The analyst will be required to participate in an ongoing wellness/mental health process that is mandatory and confidential. This is to support healing and wellness for all employees involved in the work of the Survivors' Secretariat.

The Analyst, with direction from their manager, will work with the involved Geophysics bodies to develop materials, training and data download, backup and security mechanisms associated with data stored on technologies used to conduct ground search.

The position is a critical position tied to the ground search efforts linked with approximately six hundred acres of land associated with the Mohawk Institute Indian Residential School.

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Responsibilities & Duties

- Exploration of current technologies used to investigate ground search efforts
- Work with Six Nations Archeology, Secretariat Human Rights, and Cultural Monitors to address questions tied to findings associated with data analysis
- High level of confidentiality is honoured in all stages of work
- Review all completed GPR grid data, track, and document what grids have been completed and entered in tracking systems used by the Secretariat and its collaborating partners.
- Ensure that the manager is regularly updated on work efforts

Reporting & Responsibilities

- Provide update reporting to Manager, as requested
- Report to Board of Directors and Survivors' Group, as requested
- Develop policies and processes to guide and direct ground search activities specific to the use of technologies and Indigenous Data Sovereignty
- Work with Cultural Monitors to ensure that the sacredness of the work and the grounds on which the work is honoured and respected.
- Work in collaboration with the Manager to develop training materials and manuals to be provided and used by all who are part of ground search activities
- Work with Communications team to develop a media information and inquiries strategy that will be shared with all volunteers
- Develop educational materials to outline the ground search underway

Additional Duties & Responsibilities

- Complete additional training and workshops as determined by direct manager and Secretariat Lead
- Communicate with Public Works/Woodland Cultural Centre and the Survivors' Secretariat, where requested and/or needed
- Attend meetings and meet with the Survivors' Group and the Survivors' Secretariat, upon request.
- Work with the Indigenous Human Rights Monitor, the Haudenosaunee Cultural Monitor, and other Cultural Monitors, as needed and as requested by the Survivors' Secretariat.
- Attend, as requested, meetings with officials and experts who will be conducting the analysis and interpretation of data retrieved from ground search work
- Work with Police Liaison to ensure ground search activities are coordinated and that needed grids are laid by the OPP or Police Service that is part of the Multi-Jurisdictional Police Task Force

Qualifications & Experience:

- Bachelor's degree in a relevant field preferred, plus two years of directly related experience working with Residential School Survivors and Intergenerational Survivors.
- OR
- An equivalent combination of education and/or experience may be substituted if it directly relates to the essential duties and responsibilities.
 - Experience working in an Indigenous organization is an asset
 - Demonstrated experience in effectively working in a scientific/analytic atmosphere
 - Demonstrates cultural knowledge, including awareness of practices, ceremony, history and legacy
 - Demonstrated experience and or understanding of Trauma Informed Care
 - Minimum of 2 years of experience working within an Indigenous organization or community
 - Strong knowledge and awareness of Indigenous culture, and both historical and contemporary
 - Indigenous issues. Emphasis being on the impacts of trauma and community outreach
 - Ability to analytically process data, willingness to learn new technologies
 - Experience with generating reports, documents, and an ability to use mapping software.
 - Knowledge of the Indian Residential School System, the Truth and Reconciliation Commission of Canada's Calls to Action and the history of the Mohawk Institute.
 - Knowledge of the work into unmarked burials at Indian Residential Schools
 - Advanced interpersonal and communication skills
 - Strong computer skills (Microsoft/Google environments)
 - Report writing skills

Preference will be given to candidates with a working knowledge of community organizing and volunteer management, as well as experience advocating with vulnerable individuals who have experienced trauma due to the legacy of the Residential School System. A strong desire for supporting and empowering people with these lived experiences is required.

Communication:

- Strong desire and ability to communicate and work with community members from a variety of racial, ethnic, socioeconomic communities
- Strong analytical writing skills and oral communication skills
- Ability to successfully navigate challenging conversations among diverse groups and build relationships
- Ability to develop and conduct presentations and training sessions related to GPR work and the Survivors' Secretariat
- Desire to educate the community about the unique issues facing Residential School Survivors and Intergenerational Survivors ranging from grief and trauma, foster care, justice, and homelessness and alcohol/substance use.

Professionalism:

- Strong organizational skills
- Ability to manage multiple priorities at once

- Ability to work well independently and as a member of a highly integrated and diverse team
- Demonstrated ability to solve problems and manage conflict
- Ability to think and plan strategically
- Given the nature of the work all employees are required to sign and abide by a non-disclosure agreement.

General Skills:

- Knowledge of Microsoft Office applications
- Ability to apply evidence-based practice
- Breaking down scientific terminology
- Willingness and availability to conduct self-guided education as needed
- Familiarity and willingness to utilize social media.

How to Apply:

Please submit your resume and cover letter to info@survivorssecretariat.ca by 4 PM on February 28, 2023.