



## Research Assistant

### Indigenous Summer Student Employment Opportunity

**DPRA Canada** is a dynamic company seeking an exceptional young professional, who identifies as Indigenous, to join our consulting team through a summer internship. DPRA Canada proudly provides consulting services to a range of clients in the areas of program evaluation, public policy and legislative review, applied health and social research, organizational effectiveness, socio-cultural impact assessment and Indigenous engagement.

For over 50 years, DPRA Canada has been providing expert services, for all levels of government – Federal, Territorial, Provincial, and Indigenous – as well as private sector companies.

#### JOB SUMMARY

This **four-month full-time opportunity**, working up to 37.5 hours per week, is anticipated to begin in May and end in August 2026.

The range of pay for this position is between **\$25 – \$35 an hour**, commensurate with education and experience.

**This role is fully remote.** The successful candidate must reside within Canada and have a stable, high-speed internet connection to ensure smooth communication and productivity throughout the duration of employment. A work laptop and other required technology to perform the duties associated with the role will be provided to the successful candidate.

As the successful candidate, you will contribute to research projects by applying your qualitative and quantitative research skills and your topical knowledge. You will work closely with DPRA Canada staff and will have the opportunity for mentorship, while receiving guidance and support.

#### Duties of the Role

As a Research Assistant you may be asked to:

- Support the development of quantitative and qualitative data collection instruments
- Assist with the collection of data through surveys, document and literature reviews, interviews, and focus groups
- Analyze data using relevant tools such as Excel
- Summarize findings in written and data visualizations that are clear and relevant
- Contribute to the development of reports, briefs, presentations and other deliverables
- Assist with project scheduling and coordination tasks
- Contribute to proposal development and other research-related activities

#### Eligibility

To be eligible for this opportunity, in line with the First Nations and Inuit Summer Work Experience Program (FNISWEP), applicants must:

- Be between 18 and 30 years of age;
- Reside in and be legally entitled to work in Canada;

- Be currently enrolled in a post-secondary education program, **and returning** to post-secondary education in September 2026; and,
- Self-identify as Indigenous.

## Qualifications & Skills

The following qualifications and skills are essential for the position:

- **Be enrolled in an undergraduate university program** in Canada in the areas of health, social or political science, economics, or other related disciplines (graduate level studies such as enrollment in a Masters or post graduate program will be considered an asset).
  - To be clear, students enrolled in an undergraduate level program, offered by a college, are eligible for this opportunity
- **Experience in a research context**, or similar setting, with demonstratable use of research and analytical skills, quantitative and/or qualitative research methodologies
- **Collaboration and interpersonal skills** to support associates with project work, requiring identifying and solving problems for clients to achieve common goals
- **Demonstrated ability to communicate clearly** and concisely both verbally and in writing
- **Strong computer literacy skills**, including high proficiency in the Microsoft Office suite of applications (including Excel)
- **Planning, organization and co-ordination** skills, including the ability to set priorities, work under pressure, deliver high quality products and meet deadlines

In addition, the following qualifications are desirable:

- Experience engaging in a professional context with Indigenous partners and familiarity with cultural protocols
- Familiarity with or experience working in Canada's North

## How to Apply

To apply for this opportunity, please email your **resume and cover letter** to the Office Manager, Sabrina Aliverti ([sabrina.aliverti@dpra.ca](mailto:sabrina.aliverti@dpra.ca)) by **Thursday, February 26 at 4:00 pm EST**. The resume and cover letter should be no more than three (3) pages total. Please quote the position title in the email.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. To learn more about DPRA Canada, please visit our website at [www.dpra.ca](http://www.dpra.ca).

## How We Support Diversity, Equity & Inclusion

We are building an inclusive workforce that reflects the communities we serve. We encourage everyone interested in working with us to apply who identifies as Indigenous, including Indigenous people with disabilities, Black and other racialized individuals, as well as people from all ethnicities, cultures, sexual orientations, gender identities and gender expressions.

Our hiring process is accessible, consistent with *Ontario's Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. For more information about accommodation during the hiring process please contact [sabrina.aliverti@dpra.ca](mailto:sabrina.aliverti@dpra.ca).

## How We Commit to Reconciliation

This opportunity is also aligned with DPRA Canada's internal *Reconciliation Framework and Action Plan*. DPRA Canada formulated its Action Plan in response to the *Truth and Reconciliation Commission's Calls to Action*, with a particular emphasis on Call to Action #92, "Businesses and Reconciliation", which calls on corporations in Canada to adopt the *United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)* as a framework for reconciliation – that is, by ensuring that corporate policies and operations are reflective of UNDRIP's principles, norms, and standards.

Guided by this framework, DPRA Canada endeavours to:

- I. Commit to actions for advancing Reconciliation that are meaningful and have measurable outcomes.
- II. Build on DPRA Canada's capacity to work effectively and ethically with Indigenous Peoples.
- III. Improve Indigenous representation among DPRA Canada staff.
- IV. Establish and deepen partnerships with Indigenous communities and organizations.