



INDIGENOUS KNOWLEDGE & WISDOM CENTRE

Indigenous Knowledge & Wisdom Centre (IKWC) Interviewer/ Researcher

Are you dedicated to researching and documenting Indigenous Knowledge? IKWC is seeking an Interviewer / Researcher to capture and populate information for IKWC's Virtual Library, researching an area of critical importance to the central strategy of the organization; from an Indigenous perspective. In addition to researching and interviewing, you will be involved in the strategic development of the IKWC Virtual Library to ensure the true, authentic voice, past and present, is accurately documented and conveyed in the most respectful and ethical way. The IKWC-Interviewer/ Researcher will report directly to the IKWC-Data Protocol & IT Manager as a member of the IKWC Innovation and Research Team.

As the IKWC- Interviewer/ Researcher you will:

- Ensure First Nation Indigenous Knowledge is shared, transferred, and documented in the most respectful and ethical way.
- Travel to Treaty No.6, Treaty No.7 and Treaty No.8 communities to interview elders on their stories, wisdom and knowledge; complying with OCAP principles.
- Be a research member, capable of maintaining the confidence and cooperation of the Innovation and Research team.
- Effectively and efficiently assist in the research program and administrative affairs of the department.
- Be a research member, capable of assisting in creating an environment conducive to intellectual and research growth.
- Assist in transferring Indigenous Knowledge to our Nations through outreach (e.g. collaborative research; seminars; workshops; lectures; websites; publications) and, where applicable, through technology transfer (e.g. collaborative research; contract work; and commercialization of intellectual property).
- Assist and participate in cultural and special events and other duties as required from time-to-time.

Qualifications:

- Bachelor's Degree in Political Science, Arts, Humanities or a relevant field is preferred.
- 1 to 2 years experience is preferred.
- Ability to communicate in one of the affiliated First Nations of Alberta (Cree, Blackfoot, Dene (Beaver, Chipewyan, Slavey, Sarcee) Nakoda/ Lakota- Stony, Saulteaux)
- Detail-oriented with excellent organization and time management skills
- Ability to work well under pressure and use good judgement in assessing difficult situations
- Excellent understanding of First Nations protocols
- Strong written/oral communication, research, proofreading and leadership skills
- Demonstrated ability in using MS Office applications (Word, Excel and PowerPoint) is required

- Reliable mode of transportation and valid driver's license.

CLOSING DATE: DEADLINE 4:30 p.m October 10, 2025

SUBMIT: A cover letter, resume and three references to

The Indigenous Knowledge & Wisdom Centre (IKWC)
Suite 105, 10335 178 St NW, Edmonton, Alberta T5S 1R5
Attention: Clayton Kootenay, CEO ceo@ikwc.org
Resumes may also be emailed to: admin@ikwc.org

We thank all applicants for their interest, however, only individuals selected for interviews will be contacted.