



2-SPIRITED PEOPLE OF THE 1st NATIONS

FULL TIME CONTRACT EMPLOYMENT OPPORTUNITY

2-Spirited People of the 1st Nations provides prevention, education and support for Two-spirit, including First Nations, Métis and Inuit living with or at risk for HIV and related co-infections in the Greater Toronto Area. We base our work on Indigenous philosophies of wholistic health and wellness. Our future shows a strong, healthy and independent Two-spirit community in Toronto where HIV infections are rare and Two-spirit people live with pride in their Indigenous heritage.

Research Assistant

Toronto, ON (Danforth Village)

Position: Research Assistant

Status: 1 Full-time, 1 Part-time

Hours: 35 hours/week

Salary: \$60,000

Date Posted: December 12, 2025

Closing Date: January 12, 2026

Positions Available: 2

Position Description:

In this role, reporting to the Research Manager, you will be responsible in supporting the research department with analysis of data, recording testimonies and preparing reports. You will help develop project materials and assist with coordinating services between community members and the research team.

Essential Duties and Responsibilities

- Embody anti-racist, anti-oppressive, equity-seeking practice in all aspects of work, including with participants, community members, committee members, 2-Spirits staff, stakeholders, networks, and others.
- The position requires respect for, and expertise working with people who face barriers to housing, and/or who experience one or many of the following: mental and physical health challenges, substance use, trauma, social isolation, immigration, unemployment /underemployment and history with the criminal justice system.
- Manage a large number of qualitative data and process it using various qualitative data analysis software.
- Note taking and documenting stories and personal testimonies shared during the research ceremonies and community consultations.
- Support on data processing, managing, and preparing the reports.
- Will work alongside the Programming staff in the creation of training modules, training slides, and the resource guide.
- Work as a part of a team by attending the team meetings, trainings, and regular supervision meetings.
- Support the development of project materials (posters, digital campaigns, etc.)
- Assisting families to coordinate services and access resources.
- Create and maintain a confidential, welcoming, and safe environment for community members.
- Report weekly to the Director of Programming about progress, related issues, and needs.
- Other duties may be assigned.

Qualifications:

- Must have extensive experience working with Indigenous populations and a broad familiarity with Indigenous cultural and community perspectives across Ontario.
- Must have proven demonstration of understanding the range of issues facing indigenous people in Ontario.
- A post-secondary education in Research Analysis or related experience is an asset.
- Ability to take initiative, adapt and prioritize effectively a changing work environment is essential to success in this role.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Proven track record in building strong relationships, fostering trust and promoting collaboration with all levels.

- Experience working in harm reduction, crisis response and community/non-profit setting is an asset.
- Proficiency in Microsoft Office Suite and Zoom.
- Must be fluent in English: fluency in an Indigenous language and/or French language is an asset.
- Attention to detail and a high level of confidentiality.

To be considered for this position, you must be passionate about the work we do, and share our organizational values. 2-Spirited People of the 1st Nations honors the lived experiences of Indigenous people and will take lived experience in consideration when determining the level of individual qualification. Please submit your resume and cover letter saved in the following format: **firstname.lastname (ie. John.Smith) to Human Resources at hr@2spirits.org with ATTN: Research Assistant** in the subject line of your email by the closing date.

2-Spirited People of the 1st Nations is an equal opportunity employer, **Indigenous people including First Nations, Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.** If you are contacted for an interview and require accommodation appropriate arrangements will be made to assist you through this process. We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.

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Request for accommodations will be supported throughout the recruitment process. No telephone inquiries, only candidates chosen for an interview will be contacted.