

**Title:** Historical Researcher

**Location:** Ottawa or Vancouver

**Language Proficiency:** English

**Job Status:** Casual

Founded in 1998, CDCI Research is Canada's largest historical research management and litigation support company. CDCI Research has offices in both Ottawa and Vancouver and provides litigation support, historical and applied research and records management to public and private sector clients across Canada. To learn more about CDCI, please visit our website at [www.cdci.ca](http://www.cdci.ca).

### **Job Overview**

Under the direction of the Project Manager, the Historical Researcher is responsible for conducting various research services, including file identification, file review of primary and secondary documents and report writing. This role will also be responsible for performing quality control activities including reviewing and editing of data in order to ensure accuracy and adherence to protocols and standards.

The ideal candidate will be provided training and close supervision. The ability to follow direction and keep records is required, as is the ability to learn research software programs. This position may involve flexible, part-time hours, including some evenings and weekends, on a project by project basis.

### **Duties/Responsibilities**

- Conduct primary and secondary records research
- Identify and review relevant files and documents using electronic databases and finding aids
- Extract information from documents to be entered into a database
- Code documents into case-specific databases
- Perform document production tasks, including assembly of binders, labeling, scanning and archiving documents into collections
- Perform quality control review on scanned images and tombstoned records
- Prepare regular status/progress reports
- Other duties as assigned/required

### **Experience and Qualifications**

- Undergraduate degree in social sciences in a relevant discipline (including but not limited to history, native studies, political science, anthropology, or sociology) or law
- Minimum two years of experience in conducting primary records research and writing reports
- Extensive working knowledge and experience in a relevant field (including but not limited to Aboriginal History, Environmental History or Military History)

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Head Office: Suite 408 – 535 Thurlow Street, Vancouver, British Columbia, V6E 3L2 T. 604 633 1849 F. 604 633 0975  
Eastern Canada Office: Suite 500 – 331 Cooper Street, Ottawa, Ontario, K2P 0G5 T. 613 234 1849 F. 613 234 0123

- Strong analytical and critical thinking skills
- Excellent verbal and written communication skills
- Demonstrated ability to write analytical reports and other research documents
- Ability to work both independently with minimal supervision and as part of a team
- Ability to engage in training, follow directions, meet deadlines and follow systematic reporting protocols
- Experience using academic literature databases and the internet for directed searches
- Ability to engage in problem solving as a member of a research team
- Proficiency in the use of Microsoft Word, Microsoft Excel and research software is an asset
- Holds existing PWGSC security clearance is an asset

If you are interested in the position and meet the above qualifications, please submit your resume and cover letter to [careers@cdci.ca](mailto:careers@cdci.ca) with subject line “Historical Researcher”. In your response, please detail in bullet point fashion how your skills align to each of the noted qualification criteria. CDCI Research would like to thank all applicants for their interest; however, due to the large volume of applications, only those selected for interviews will be contacted.