

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.

CDCI Research is seeking qualified candidates for subcontractor or short-term employment opportunities in 2018 and 2019 in a variety of areas:

Standing List Specialist Title:

1. GIS Analyst
2. Indigenous Researchers and Writers
3. Exhibit Designer
4. Environmental Researcher

Language Proficiency: English

Closing Date: Ongoing recruitment until December 31, 2018

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If you are interested in a specialist position and meet essential qualifications, please submit your resume and cover letter to careers@cdci.ca with the specific Specialist Title in your subject line by December 31, 2018. In your response, please detail which subcontractor or short-term employment opportunities interests you and how your skills align to each of the noted essential and asset qualification criteria. Please also outline your salary expectations for the position.

Essential Qualifications - In order to be considered, your application must clearly explain how you meet the following criteria:

All Streams:

- Strong organizational skills with a high degree of attention to detail and accuracy
- Strong analytical and problem solving skills with the ability to demonstrate excellent verbal, written and interpersonal relationship skills
- Ability to work with multiple projects and demands simultaneously
- Demonstrated ability to work independently and as an integral part of a team
- Availability for work on site in Ottawa, Ontario or Vancouver, British Columbia
- Eligible to obtain PWGSC security clearance

Setting the Standard for Professional Research Management

CANADIAN DEVELOPMENT CONSULTANTS INTERNATIONAL INC

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

1. GIS Analyst

Education

- Post-Secondary Degree or Diploma or Certificate in Geographic Information Systems (GIS), Environmental Science, Geomatics, Geography, History, Anthropology, Sociology or related field

Skills and Experience

- Minimum of two years of experience creating, maintaining and managing spatial data files in both geodatabase (feature class) and shapefile formats using the ESRI ArcGIS 10 Software Suite
- Thorough understanding of geodetic principles and GIS concepts, including projections, datums, spatial accuracy, feature attributes, and metadata
- Proficiency in creating, editing and managing spatial data using documented standards
- Experience with image processing and manipulation
- Experience with data manipulation in Excel, SQL, Python, R or other data analysis tool
- Sound understanding of information technology, server architecture, and desktop computing

2. Indigenous Researcher and/or Writer

Education

- Post-Secondary Degree or Diploma in Indigenous Studies, History, Law, Anthropology, English, Communications, Media Studies, Technical Writing, Journalism or other relevant discipline

Skills and Experience

- Minimum of two years of experience writing and/or editing texts for humanities, social sciences, communications or media OR two years of experience in research or stakeholder engagement for projects related to Indigenous population(s)
- Proficiency in writing, editing and managing deadlines

3. Exhibit Designer

Education

- Post-Secondary Degree or Diploma in Exhibit design, Content Management and development , Communications, Creative design and/or other relevant discipline

Skills and Experience

- Minimum of two years of experience in exhibit design and/or visitor experience development
- Proficiency in communication, marketing and stakeholder engagement

4. Environmental Researcher

Education

- Degree or diploma in Environmental Science, Environmental Engineering, or a related discipline. Equivalent education would be considered.

Skills and Experience

- Ability to read, understand and decipher relevant information from environmental reports
- Familiarity with Federal Contaminated Sites Action Plan and/or relevant federal and provincial environmental policy and legislation
- 1 to 3 years of experience in environmental research and report writing

Asset Qualifications - If you possess any of the following qualifications, your application must also clearly explain how you meet these criteria:

All Streams:

- Any combination of experience in: Canadian Military History; Environmental Contamination Assessment and Remediation; Real Property Research; Canadian Aboriginal Historical, Demographic, Socio-Economic, Policy Governance, Aboriginal & Treaty Rights, Statistical and Quantitative analysis, and/or Canadian Heritage research and reporting
- Experience working in a research or business environment
- French fluency

1. GIS Analyst

Skills and Experience

- Experience retrieving data from National and/or Regional archives and/or museums
- Experience retrieving data from the National Earth Observation Data Framework Catalogue
- Experience with ISO 19139 metadata standards
- Experience with open source GIS software (Quantum GIS, GRASS, gvSIG, etc.)
- Experience creating, implementing and maintaining Web-GIS applications
- Cartographic post-production experience using Adobe Creative Suite
- Experience creating spatial datasets from historical maps, archival aerial photographs, archival textual material, and anecdotal accounts
- Strong attention to detail, and/or strong statistics and/or math foundations
- Experiencing scripting and automating computing tasks

2. Indigenous Researcher and/or Writer

Skills and Experience

- Experience in community facilitation, stakeholder engagement and/or oral history
- Experience with recording and/or transcription of interviews or group sessions
- Proficiency in an Indigenous language

3. Exhibit Designer

Skills and Experience

- Experience in traditional and multimedia exhibit planning and production
- Developing Communications plans and/or Stakeholder engagement plans

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4. Environmental Researcher

Skills and Experience

- Experience in projects involving Indigenous lands or populations
- Experience in projects for Indigenous clients
- Experience in project for federal or provincial government clients

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.